



CORNERSTONE
COMMUNITY HOUSING

DELTA COURT
CONCEPTUAL PERSPECTIVE - 2

Attachment B

IS YOUR PROJECT COMPATIBLE WITH HOME FUNDING?

As the applicant, it is your responsibility to know and understand the regulations and requirements of the funding source(s) you are applying for. The following questions will help you determine what local, state and federal requirements your project may be subject to. This is not exhaustive, and there may be other regulations or requirements pertaining to your project that are not covered in this questionnaire. *Submit this form with your application.*

PROJECT TITLE: *Delta Court II*

1. Does your targeted population meet the applicable HUD income guidelines? ☒ Yes ☐ No
2. Do you have the capacity to maintain accurate income documentation and keep records and data current, as required by the HUD program? ☒ Yes ☐ No
3. Is the proposed project within the Eugene City Limits or Springfield City Limits? ☒ Yes ☐ No
4. Does the project meet local zoning and land use laws?
(please provide documentation) ☒ Yes ☐ No ☐ n/a
5. Do you have site control for the property? ☒ Yes ☐ No
6. If your project includes using HOME funds for acquisition, has a Notice of Acquisition been issued to the seller? ☐ Yes ☐ No ☒ n/a
7. If your HOME project includes more than one building, is there at least one HOME designated unit in each building? ☒ Yes ☐ No ☐ n/a
8. If new construction, do your plans and specs include Section 504 and State Building Code requirements? (accessibility standards) ☒ Yes ☐ No ☐ n/a
9. If your project includes rehabilitation, is the existing structure less than 50 years old? ☐ Yes ☐ No ☒ n/a
10. Is the subject property vacant or occupied by the owner? ☒ Yes ☐ No

If it is not vacant:

Has a tenant survey been completed for each unit? ☐ Yes ☐ No ☐ n/a

General Information Notices Sent?
(copies of notices with acknowledgement of receipt must be included with the HOME application) ☐ Yes ☐ No
11. If relocation will occur, either temporary or permanent, have adequate funds been set aside for this activity, and are they reflected in your application? ☐ Yes ☐ No ☒ n/a

12. If your project includes construction, is your project subject to federal Davis-Bacon wage requirements? ☐ Yes ☒ No ☐ n/a

If no, explain in your application why your project is exempt.

If yes, are current Davis-Bacon wage rates reflected in your application?

☐ Yes ☐ No

13. Is your project located outside the 100-year floodplain?

☒ Yes ☐ No

14. Is the project site free of any wetlands?

☒ Yes ☐ No

15. Is the project site free of any identified environmental contamination or hazards?

☒ Yes ☐ No

If yes, you MUST provide documentation. *Phase I & II Environmental Reviews are on file at the City*

16. Does your project leverage at least 25% of total project cost in non-federal sources of funds?

☒ Yes ☐ No

17. Can you demonstrate a commitment of leveraged funds?

☐ Yes ☒ No

Not at this time due to this project being contingent on a tax credit award from OHCS. Commitment Letters for construction loans, permanent loans, and tax credit investors will be obtained and submitted with the State 9% LIHTC NOFA in July. Final commitments will occur after notification of tax credit award.

2016 HOME/Affordable Housing RFP Application Table of Contents/Self-Certification Checklist

Project Summary	
Section 1	<input checked="" type="checkbox"/> Project Summary
Attachments	<input checked="" type="checkbox"/> Map showing project location, nearby facilities and distances

Project Description	
Section 2	<input checked="" type="checkbox"/> Project Description
Attachments	<input checked="" type="checkbox"/> Preliminary drawings and site plan
	<input checked="" type="checkbox"/> Documentation of Site Control
	<input type="checkbox"/> Informational Notice to Seller (if acquisition project)
	<input checked="" type="checkbox"/> Title Report (if available)
	<input checked="" type="checkbox"/> Photos of the site, buildings, and interiors of units (if existing units)

Need & Population Served	
Section 3	<input checked="" type="checkbox"/> Need & Population Served

Relocation	
Section 4	<input type="checkbox"/> Relocation
Form 4	<input type="checkbox"/> Relocation Budget
Attachments	<input type="checkbox"/> Tenant Relocation Plan
	<input type="checkbox"/> Samples of the General Information Notice issued to all current occupants
	<input type="checkbox"/> Tenant Rosters (current and last 30 days)
	<input type="checkbox"/> Draft Move-In Notice
	<input type="checkbox"/> Draft Intent to Vacate Notice

Project Schedule	
Section 5	<input checked="" type="checkbox"/> Project Schedule narrative
Form 5	<input checked="" type="checkbox"/> Project Schedule

Development Budget(s)	
Section 6	<input checked="" type="checkbox"/> Development Budget(s) narrative
Form 6	<input checked="" type="checkbox"/> Proforma

Project Financing	
Section 7	<input checked="" type="checkbox"/> Project Financing
Attachments	<input type="checkbox"/> Funding commitment or interest letters
	<input checked="" type="checkbox"/> Description of status of investor negotiations
Project Operations	
Section 8	<input checked="" type="checkbox"/> Operating Budget narrative
Attachments	<input checked="" type="checkbox"/> Documentation of utility allowance schedule
Development Team	
Section 9	<input checked="" type="checkbox"/> Project Team
Form 9	<input checked="" type="checkbox"/> Identity of Interest Matrix
Attachments	<input checked="" type="checkbox"/> Development consultant agreement
	<input checked="" type="checkbox"/> Most recent audited financial statement and current year operating budget
Services	
Section 10	<input checked="" type="checkbox"/> Services
Attachments	<input checked="" type="checkbox"/> Memorandum of Understanding - Letters of Support
	<input type="checkbox"/> Services funding commitment letters

If any item listed above is not checked or is not applicable to your project, please reference the specific document and provide an explanation here:

Section 2 - Informational Notice to Seller (if acquisition project) – Applicant is owner of property

Section 4 – Relocation – This is a new construction project

Section 7 – Project Financing – This project is dependent upon a Low Income Housing Tax Credit award from OHCS in late 2016. We will obtain commitment letters from construction lenders, permanent lenders and tax credit partners by July 2016 and finalize agreements when tax credits are awarded

Section 10 - Services funding commitment letters – There are no service funds committed to this project.

Self-Certification of Threshold Requirements

I, Richard A. Herman, Executive Director of Cornerstone Community Housing acknowledge that I have completed the self-certified threshold checklist and that all the required documentation necessary to review this application has been included.

ORIGINAL SIGNATURE OF AUTHORIZED OFFICIAL

Signature:



Title:

Executive Director

Name:

Richard A. Herman

Date:

2-4-16

Organization:

Cornerstone Community Housing

Project:

Delta Court II

SECTION 1 Project Summary

1. Project Name and Location

Project Name:	Delta Court II
Project Address:	850 and 870 Hunsaker Lane
City and Zip Code:	Eugene 97404
	17-04-12-40-00508 and 17-04-12-40-00524
Project Map and Taxlot:	17-04-12-40-00509 and 17-04-12-40-00502
Current Zoning:	R-2
Census Tract and Block Group:	Census Tract 2301 / Block Group 1
	Metropolitan Affordable Housing DBA Cornerstone
Name of Ownership Entity:	Community Housing
Total HOME award requested:	\$608,135

2. Applicant Information

Organization:	Cornerstone Community Housing		
Project Contact Person:	Jill Chadbourne		
Phone:	541-683-1751	Fax:	541-349-0066
Email:	jchadbourne@cornerstonecommunityhousing.org		

3. Development Consultant (if applicable)

Organization Name:	deChase Development Services		
Consultant Name:	Mark Miksis		
Phone:	541-232-2508	Fax:	
Email:	mark@deChase.com		

4. Will the Development Consultant serve as the primary project contact? Yes ☐ No ☒ N/A ☐

5. Development Organization/Applicant Type (check only one):

- ☐ Local Housing Authority
☒ Nonprofit Community, Neighborhood, State or Regional Organization
☐ Community Housing Development Organization (CHDO)
☐ Other (please specify)

6. Project Activity Type *(check all that apply)*:

- ☒ Rental ☐ Homeowner
- ☐ Acquisition
- ☐ Rehabilitation
- ☐ Rehab or Adaptive Reuse of an Existing Building (not currently residential)
- ☐ Redevelopment
- ☐ Mobile Home Park Preservation
- ☐ HUD/USDA Preservation
- ☐ Expiring Tax Credit Property
- ☐ Mixed Use (please explain)
- ☒ Other (please specify)

7. Proposed Ownership Structure *(check all that apply)*

- ☐ Nonprofit
- ☒ Limited Liability Corporation (LLC)
- ☐ Limited Liability Partnership (LLP)
- ☐ Limited Partnership
- ☐ CHDO
- ☐ Nonprofit Single Asset Entity
- ☐ Other Corporation
- ☐ Joint Venture
- ☐ Cooperative
- ☐ Other, Describe:

8. For Existing Housing Only *(check one)*:

- ☐ Privately Owned
- ☐ Publicly Owned
- ☐ Owned by Applicant
- ☐ Other (please specify)

Rental Assistance

9. Are any existing low-income housing units currently receiving rental assistance? Yes ☐ No ☒

10. Do you have a commitment for rental assistance to housing units in the project? Yes ☐ No ☒

11. If yes to either, indicate the type of rental assistance:

- ☐ Section 8 New Construction/Substantial Rehabilitation
- ☐ Section 8 Certificates
- ☐ Section 8 Project-Based Assistance
- ☒ Other (please specify)

12. Number of housing units receiving rental assistance:

13. Number of years remaining on rental assistance contract:

14. Is the project currently required to restrict rents? Yes ☐ No ☒

a. If yes, what is the expiration date?

Low Income Housing Tax Credits (LIHTC)

15. Does this project propose to use Low Income Housing Tax Credits? Yes ☒ No ☐

a. If yes, please select the LIHTC type below:

☐ 4% tax credit/bond project

☒ 9% competitive project

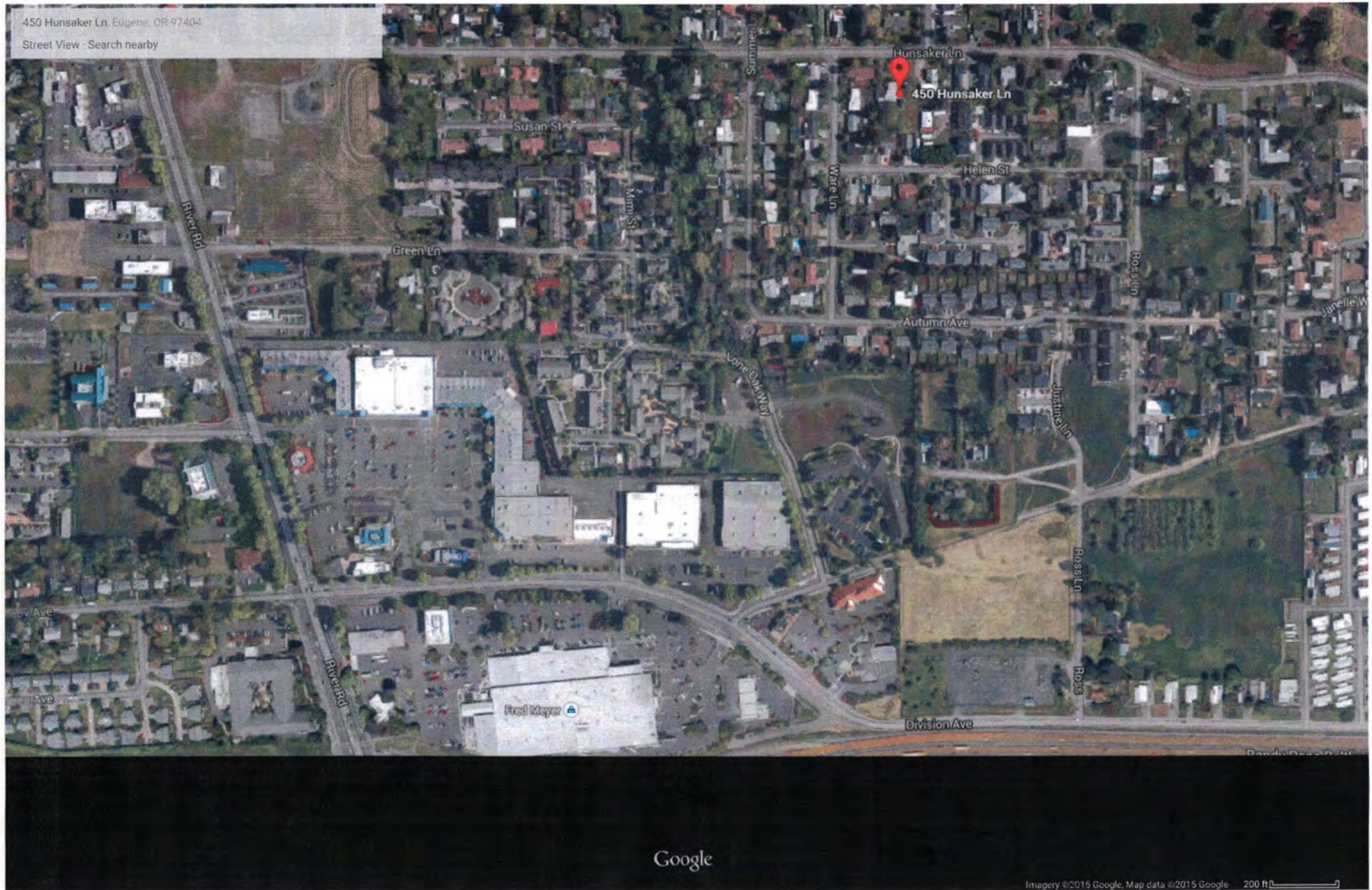
Attachments

☒ Map showing project location, nearby facilities (schools, bus stops, parks, etc.) and distances to those facilities

Section 1


Attachments


Map showing project location, nearby facilities and distances




Hunsaker


location


 Hunsaker Property


 The Villages 0.8 miles


Schools

 Madison Middle School
2.6miles


 Spring Creek Elementary
School


 Irving School 2.3 miles

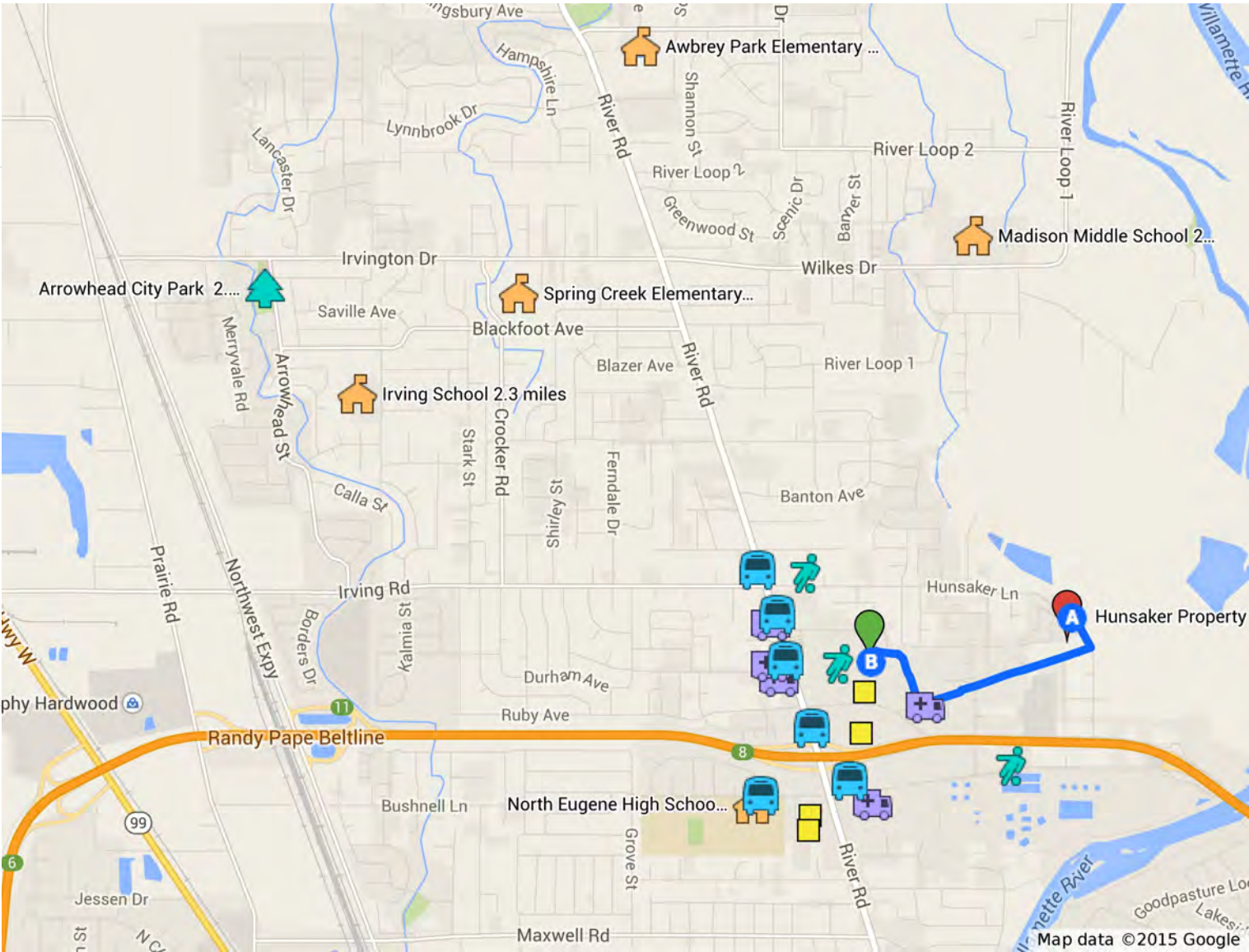
 North Eugene High School 1.6
miles

 Awbrey Park Elementary 2.9
miles


Parks

 River Road Park & Recreation
2.9 miles

 Arrowhead City Park 2.8 miles




Medical Centers



PeaceHealth Medical Group

1.1 miles

 Eugene Clinic 1.5 miles



Santa Clara Chiropractic
Center 1.1 miles




Northwest Eugene Family
Dental 1.1 miles




Santa Clara Medical Clinic 2.1
miles

Grocery Stores

 Albertsons 0.7 miles

 Fred Meyer 0.7 miles

 Grocery Outlet 1.5 miles

 Bi-Mart 1.5 miles

Fitness Centers



Eugene Mixed Martial Arts 0.8
miles

 Anytime Fitness 1.0 miles

 CrossFit Revival 1.9 miles

Bus stops



River Road bus station 1.0
mile



E/S of River Rd S of Division



W/S of River Rd N of Santa
Clara

Section 2

Project Description

PROJECT CHARACTERISTICS

Project Narrative

1. Please provide a brief narrative summary of the proposed project. Include location in the community and project type (new vs. acquisition-rehab) and proposed affordability period. Describe target population and the need/housing demand/market need in both Eugene/Springfield and the neighborhood in which the project is proposed, any unique project characteristics, and why an allocation of HOME funds is crucial to the successful implementation of your project and its affordability level(s).

Cornerstone proposes to build 28 new housing units with a mix of studio, one and two bedroom units on vacant land adjacent to the recently acquired property located at 850 & 870 Hunsaker Lane in Eugene. The existing property consists of two four-plexes that were acquired with the use of HOME funds to serve homeless families with children. We are requesting assistance from City of Eugene HOME funds as part of the funding for the new housing units on the adjacent property. We will also be seeking LIHTC funds through the OHCS NOFA application when it is released this spring. We propose a HOME affordability period of 20 years.

This project will create an integrated affordable housing community of residents ranging from those of low-to-moderate incomes to those in our community who are the most vulnerable and in need of affordable housing and supportive services. The existing eight units in phase I are for families with children through the Housing First Transitional Housing program with Lane County Health and Human Services. The new construction will set-aside eight units for homeless veterans who are clients of the Veterans Affairs HUD-VASH (Veteran Affairs Supportive Housing) program. These new residents will qualify for rental assistance and benefit from case management and supportive services offered as part of the Veterans Affairs Housing First model. The remaining twenty units will be available to low-to-moderate income families and individual at or below 60% Area Median Income. We believe offering a safe, affordable place to call home to this mix of individuals and families will promote the growth of a healthy community.

The 2015 Eugene-Springfield Consolidated Plan notes that a significant majority of our communities low-income renters spend more than 30% of their income on housing costs (Eugene – 76%, Springfield – 74%) and the percentage of low-income renters spending more than 50% of their income on housing costs is 51% in Eugene and 34% in Springfield. The proposed Delta Court II site will help provide needed affordable housing alternatives for those most at risk in our community.

The office of Veteran Affairs of Lane County states there are 443 identified homeless veterans in Lane County of which about 95% are in the Eugene/Springfield area. HACSA, who administers the housing vouchers for the HUD-VASH program notes that of the 211 vouchers available only 143 are in use.

The new construction will create a community atmosphere for individuals and families from all walks of life. Beyond the case management offered to HUD-VASH residents, all residents, including the families housed in phase I, will benefit from the extended services and community outreach programs offered through Cornerstone's Healthy Homes resident services model. Cornerstone also has Community Healthcare

Workers on staff that help our residents bridge the gap between communities and the health and social service systems and navigate them toward wellness.

The new construction will offer a community center with office space for on-site property management, the supportive social service agencies working with their clients, and our resident services team. The property will also include a community garden and playground for children.

Total number of units:

Number of proposed HOME units:

Have HOME funds previously been awarded to this project? Yes ☐ No ☒

a. If yes, when does/did the affordability period end?

Has your organization previously received HOME funds through the City of Eugene or City of Springfield?

Yes ☒ No ☐

Project Design

2. Provide a detailed description of the proposed design, construction, rehabilitation, and/or other improvements. Include a description of how the design of the project is suitable for and will meet the needs of targeted and Special Needs populations (if any).

Site character and layout

The scale, character and materials of the project have been designed to complement the adjacent neighborhood as well as the existing buildings on the site. The buildings are organized around several internal open spaces and parking courts that integrate and enhance the existing site improvements. The studio building faces Hunsaker Blvd to provide a welcoming connection to the existing neighborhood. The one and two bedroom buildings are organized around common open spaces with community gardens, play areas for children as well as the community center. A special raised paving element joins the new parking courts with the existing drive entrance on the site to help slow on site vehicle traffic and provide a pedestrian path and hard surface play area for residents. The existing entrance to the site will be enhanced with new landscaping and signage better marking the vehicle entrance to the site.

Landscape elements/Open space

Varying landscape elements and open spaces have been designed to meet the various needs of the populations served in this community. Raised garden beds have been provided for all members of the community and programming will be provided in the form of a garden club. Storm water is required to stay on site and as a result portions of the site will have shallow rain water gardens to treat the storm water. These rain gardens will provide a low maintenance natural landscaping element that can also teach community members about water resources.

The proposed play environment is based on current empirical research on the type of play and the type of play environment that is the most beneficial to a variety of children with different abilities and

preferences. As such the proposed environment is highly inclusive. The proposed play area consist of a play pump, dry creek bed, climbing structure, plantings and boulders , paths and a small bridge.

3. Please describe any unique design components or characteristics of the Project.

The form and materials of the building embrace the Northwest vernacular. Buildings are designed with covered porches and large overhangs to address the wet climate. Durable well detailed exterior materials will ensure low maintenance and longevity.

A large community room has been included in the design. This building will have on office for on-site staff. There is a large group room with a full kitchen and ample storage space to allow for a variety of programming and community events.

Key elements of the interior design of the units:

- All of the ground floor units are fully ADA adaptable and one unit is fully ADA accessible.
- All units have large, operable windows for fresh air and natural light.
- Closets and large and there is ample storage spaces.
- All kitchen have energy efficient appliances including refrigerators, stoves, dishwashers and disposals.
- All units have washers and dryers
- All interior materials have been selected for durability and finish.
- All units have covered decks.
- One and Two bedroom units have outdoor storage closets
- All units have lockable enclosed bike storage

Does the Project include components that contribute to improved energy performance, thermal comfort, a healthier indoor environment, increased durability and/or simplified maintenance requirements? Does the Project meet any green building certification standards?

The project will seek Earth Advantage certification. Earth Advantage certified projects covers 5 categories; energy efficiency, healthy indoor air quality, resource efficiency, environmental responsibility and water conservation. Projects that achieve certification typically save 20% in their energy consumption over a code compliant building through tighter construction and efficient equipment; provide healthier living environment by specifying sustainable, non-toxic materials; minimize the impact on the land by providing open space and well managed construction processes; decreases maintenance and replacement costs by specifying durable well sourced materials; and reduces water consumption through low flow fixtures and ensuring best practices with landscape water use.

On-Site Amenities

4. Please describe any on-site amenities, including any project characteristics that address special needs of the population you intend to serve:

A number of ADA compliant units will be offered at the site, along with an ADA compliant community room with kitchenette and uni-sex restroom. Offices for property management and the supportive services team members will be ADA accessible.

A community garden will consist of wheel-chair accessible raised planter boxes. The play environment will be inclusive of children with various mobility challenges and will exceed ADA standards for accessibility of public playgrounds. The five foot wide concrete paths will be constructed to ADA standards. Engineered wood fiber safety surfacing will provide ADA access to the proposed play structure. A 30 inch wide concrete adventure pathway will allow access to many children who use mobility devices. The play pump is accessible and the proposed play structure includes five play components all of which are all accessible per ADA standards for public playgrounds. A transfer boulder next to the proposed dry creek bed allows children in wheelchairs to transfer from their chair into the creek play environment.

Neighborhood/Off-Site Amenities

5. Briefly describe the property location, neighborhood, transportation options, local services and amenities adjacent to the property. Describe the location relative to schools, jobs, and parks. What makes this location suitable? *(Please include these locations in the site map in Section 1.)*

The property location is within the Santa Clara region of North Eugene in a neighborhood consisting of multifamily units and single family homes. The site is within one mile of a commerce hub which offers multiple local service and job opportunities. There are several grocery and convenience stores and general markets, health and dental clinics, as well as fitness centers. Some examples include Fred Meyer, Albertsons, Bi-Mart, The Grocery Outlet, Dari Mart and 7-11, Walgreens, Goodwill and St. Vincent de Paul retail stores, Santa Clara Medical Clinic, Northwest Eugene Family Dental and Gentle Dental.

Also within a mile of the Hunsaker Lane site are several senior and assisted living facilities where there is a growing need for workforce personnel.

There are over 200 businesses and local amenities located within a 3 mile radius of the site and along River Road. These businesses also provide jobs and services for residents and the LTD (Lane Transit District) transportation systems help connect them to Eugene/Springfield. The River Road Station bus station offers direct routes to major community services, retail and workforce areas like Sacred Heart Hospital, Gateway, Downtown Eugene, and Valley River Center.

Though too many to visually show, the attached map outlines some of the major neighborhood features, amenities, services and employment opportunities that residents of Delta Court II can easily access in their local neighborhood.

The Lane Transit District (LTD) has multiple bus stops within a mile of the project site. Though this is a walkable distance we realize it is not ideal for some of the residents we wish to serve. In the past, bus service has been offered on Hunsaker Lane. We will petition LTD to reinstate service as Delta Court will increase the demand for ridership. We will work the neighborhood and St. Vincent de Paul to promote ridership of their residents from their Ross Lane apartments off Hunsaker Lane. The LTD River Road Station is currently located at the intersection of the Randy Pape Beltline and River Road. They are in the process of acquiring property at the corner of River Road and Hunsaker Lane to relocate this station hub as it is

becoming increasing difficult to access due to traffic congestion. This is a positive change and the new location will support our request to reinstate service down Hunsaker Lane. We are also working with LTD's Point2Point Solutions and their Ride Share transportation options to create a transit map incorporating the area resources and access routes.

Cornerstone offers residents transportation to all off-site events offered through our Healthy Homes programs.

Lane County Public Works Department is in the process of conducting a transportation study of Hunsaker Lane to determine the needs for all modes of transportation along that route. We will participate in public outreach forums and community workshops to promote sidewalks and bike paths along this county road.

For school aged children, the site is on the 'yellow bus' route for all levels of education from elementary through high school. All schools are within a three mile radius of the site.

With a portion of Delta Court II being dedicated to homeless Veterans in the HUD-VASH program that requires them to participate in case management programs, we will work with case managers and residents to insure they do not experience significant travel burden.

Potential Development Obstacles

6. Are there any known issues or circumstances that may delay the project? Yes ☐ No ☒

- a. If yes, list issues below, including an outline of steps that will be taken and the time frame needed to resolve these issues:

Neighborhood Notification

7. The level of neighborhood notification appropriate for a project is based on the size and proposed use, but applicants are required to inform neighborhoods of the project.

- a. For Eugene projects: in what neighborhood is the project located? **Santa Clara Community Organization**
- b. For Eugene and Springfield projects: How did you notify the adjacent property owners and the neighborhood about the project?

Letters were sent on January 26, 2016 to all contiguous neighbors of the property updating them on our successful acquisition and vision to build new units at the site to expand the availability of affordable housing options to low-to-moderate income residents of our community.

- c. Given the specific characteristics of your project, what will be done to encourage neighborhood support? Describe how surrounding neighbors will continue to be informed about the project. Identify concerns that neighbors have raised and strategies to mitigate those concerns.

The chair of the Santa Clara Community Organization (SCCO), Jerry Finigan, has been notified by email of our new construction plans and our application to the City for HOME funds and future application to the State for Tax Credit funding. We will attend future SCCO meetings which meet the first Thursday of each month to keep them updated with the proposed design plan and construction timeline.

SITE/PARCEL CHARACTERISTICS

Site Control

8. Has site control been established? Yes ☒ No ☐

9. Expiration date of option or conditional contract:

10. What is the form of site control?

- ☒ Deed
- ☐ Conditional Contract
- ☐ Purchase Option
- ☐ Lease
- ☐ Lease Option
- ☐ Other:

11. If the project involves acquisition, did you submit the Informational Notice to the Owner/Seller prior to submitting the option or conditional contract? Yes ☐ No ☐

12. Are there any anticipated changes to the project's legal description? If yes, please describe.

The current tax lots may need to undergo a 'lot line adjustment'. The funding plan for this new construction involves securing Low Income Housing Tax Credits from Oregon Housing and Community Services. The investment partner will want the new construction tax lot delineated from tax lots that include the current four-plexes which are not part of the tax credit reservation.

13. What is the square footage of the proposed project parcel? Approximately 52, 250 sq ft once lot lines have been adjusted.

14. Is the proposed project site subject to any existing encumbrances such as a restrictive covenant, use restriction, or regulatory agreement? Yes ☒ No ☐

a. If so, how do you plan to mitigate the encumbrance?

- ☐ Quit-Claim Deed
- ☐ Subdivision of the Property
- ☒ Other: EWEB has a Power Line Easement for the strips of land identified as Tax Lot 17-04-12-40-2252 and 17-04-12-40-0050 which border the Hunsaker Lane roadway. No mitigation is needed.

Zoning

15. What is the current zoning of the project site? **R-2**

16. Is the proposed project consistent with the zoning status of the site? Yes ☒ No ☐

a. If current zoning is not consistent, please explain:

- b. Please outline the steps that will be taken to address zoning issues and include the time frame needed to resolve these issues:

17. Is the proposed project consistent/compatible with surrounding uses? Yes ☒ No ☐

If yes, please describe.

There are currently two four-plexes on the tax lots with enough open land to construct the additional units proposed in this application. The surrounding neighborhood consists of multifamily complexes and single family homes. There are two additional four-plexes neighboring the property to the south. To the north and west is Hannah Del Estates, a neighborhood of single family manufactured homes. To the east, across Hunsaker Lane is fenced open land of Delta Sand and Gravel.

18. Do you plan to charge for residential parking separately from rent? Yes ☐ No ☒

Existing Structures

19. Does the site contain existing structures? Yes ☒ No ☐

- a. If yes, how many? 2

20. What is to be done with on-site existing structures?

- ☐ Demolish
☐ Rehab
☒ Nothing (does not apply/not part of this project)

21. Please provide the following information for any on-site structures to be retained as part of this project:

Approx. Total Sq. Footage
Number of Building(s)
Date Built
Number of Stories

22. Please give a brief description of the condition of the buildings to be rehabilitated:

Environmental

23. Are there known adverse environmental conditions on the site? Yes ☐ No ☒

If yes, what are they and can they be mitigated through reasonable measures?

Historical Elements

24. Are any on-site structures subject to historical preservation requirements? Yes ☐ No ☒

- a. Governing body/code:

- ☐ National Historic Register
☐ State Department of Archaeology and Historic Preservation
☐ Other:

- b. Briefly state how you plan to comply with applicable historic preservation requirements:

Other Federal Regulations

25. For projects requesting \$100,000 or more, what will you do to assure that employment and/or job training opportunities for low-income individuals are provided in the development of your project, per HUD Section 3 requirements?

Many of the partner agencies working with Cornerstone provide job skills counseling and training for their clients.

Cornerstone provides several different opportunities for residents to access job training opportunities.

Dreams to Donuts is an on-site program offered in collaboration with Goodwill services and their Prosperity Center. Goodwill offers on-site orientation to the program and one-on-one employment counseling to help residents decide what types of services Goodwill can offer them. This can include job search tools, resume writing, interviewing assistance, technical assistance, and eventual access to the Prosperity program.

Cornerstone offers Resident Resource hours. Weekly appointments are available for residents to receive individual one-on-one assistance. Support includes developing a resume and teaching how to network within the employment and job skills offerings of our local partners.

Cornerstone provides volunteer opportunities for residents to use their existing skills or develop new skills helpful in obtaining employment. Residents who contribute regular time to our volunteer program can request a Letter of Recommendation from the Executive Director outlining their roles, responsibilities, and strengths that are transferrable to the labor market.

26. For projects requesting \$10,000 or more, what steps will you take to hire businesses that are registered with the State of Oregon as MBE or WBE firms?

Cornerstone will contract with Essex General Construction for this new development. We have worked with Essex on two of our other affordable housing communities and have been very satisfied. Essex submitted the following response at our request.

“One of the core values at Essex is a commitment to developing and maintaining relationships not only with our clients, but with our subcontractor and supplier team members as well. We take a special interest in ensuring that WBE and MBE businesses have the same opportunity to bid and work on our projects. We maintain a subcontractor database that specifically identifies WBE and MBE businesses, and when bid opportunities are extended to subcontractors we ensure that WBE and MBE businesses are included.”

“During qualification of subcontractor bids and into the construction phase we understand that many WBE and MBE businesses are also small businesses that may have special needs. In order to provide inclusion steps can be taken that are typically ‘outside the box’ as far as typical construction contracting is concerned. These additional steps can include assisting WBE and MBE businesses with administration and paperwork (example: assisting WBE and MBE businesses with certified payrolls reports) , dividing

the scope of work on a project into micro-scopes so that businesses with smaller crews or staffs can compete (example: on a multi-story building breaking up the drywall scope of work by floor and subcontracting with several smaller subcontractors rather than one large subcontractor), and providing flexible financial solutions for WBE and MBE businesses (example: paying WBE or MBE subcontractors on a bi-weekly, rather than monthly pay period so that they can meet their payroll needs)."

"This commitment and understanding of the special needs of WBE and MBE businesses allows these businesses to grow along with us and become a part of the Essex team. This provides more than just value to Essex and our clients, it provides these businesses a fair opportunity to become successful in a competitive contracting environment."

Attachments

- ☒ Preliminary drawings and site plan
- ☒ Documentation of Site Control
- ☐ Informational Notice to Seller (for acquisition projects)
- ☒ Title Report (if available)
- ☒ Photos of the site, buildings, and interiors of units (if existing units)

Section 2

Attachment

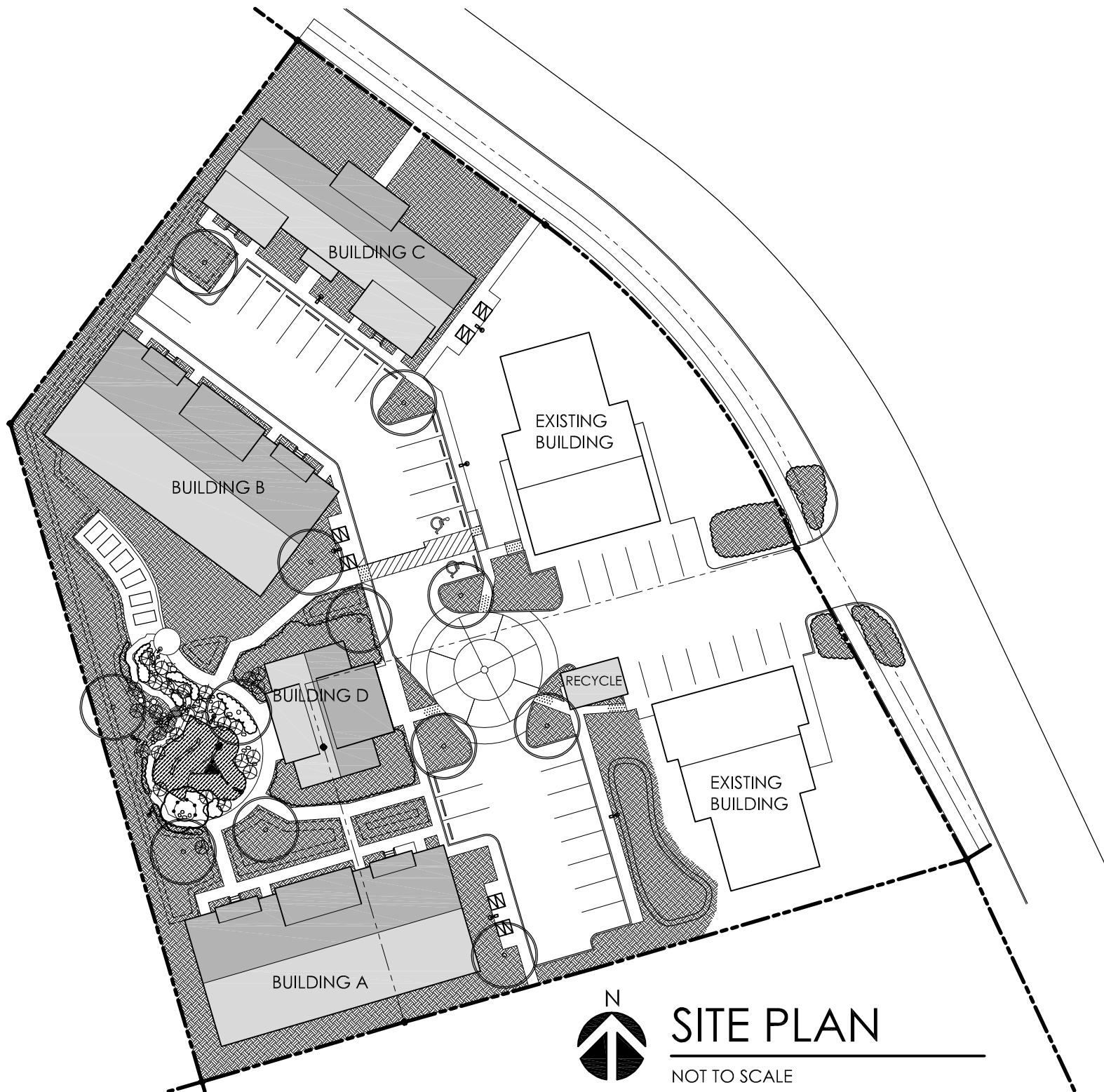
Preliminary drawings and site plan

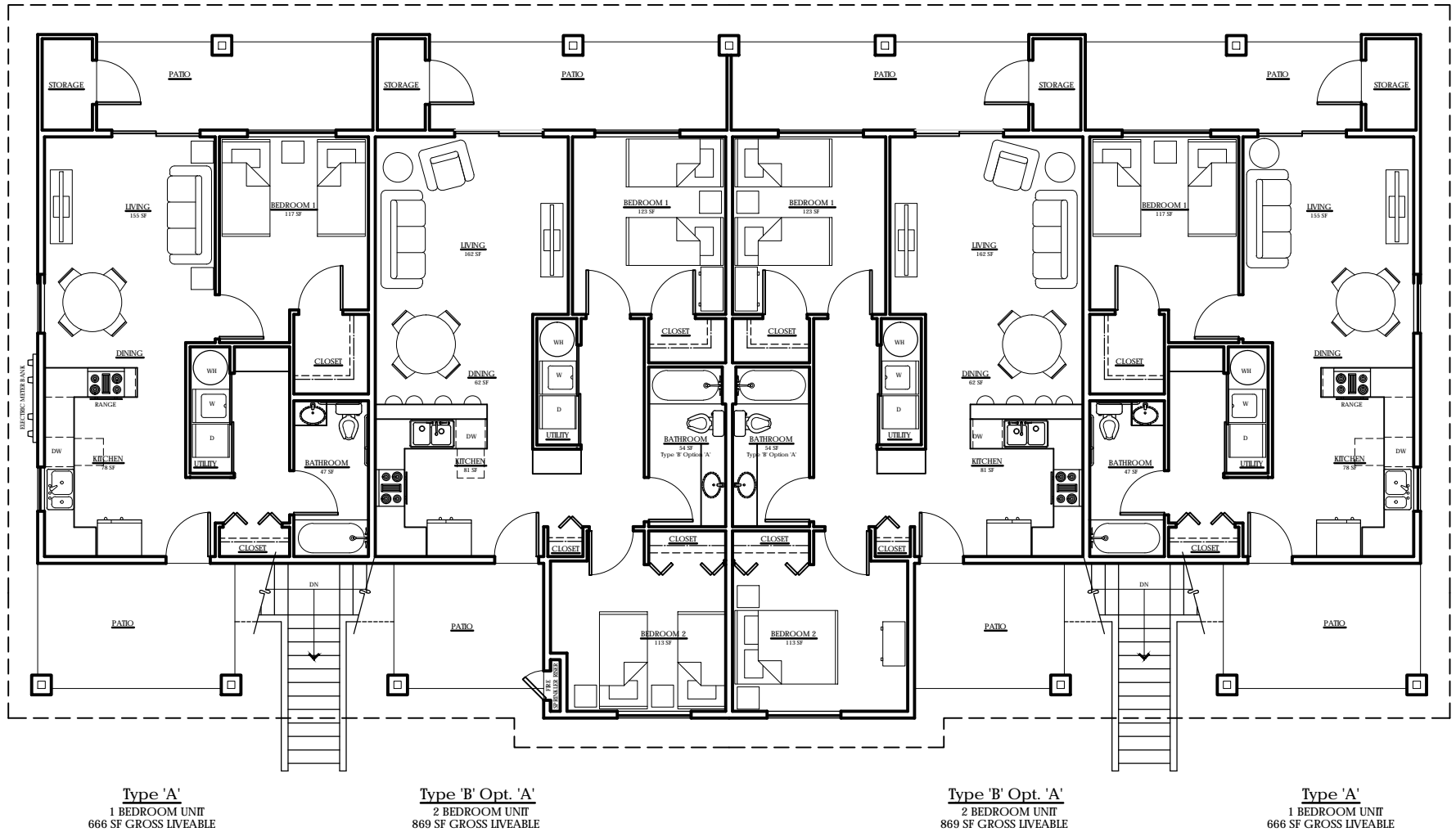


DELTA COURT COMMUNITY HOUSING
Eugene, Oregon



0' 10' 20'





FLOOR PLAN - BUILDINGS A&B

3/32"=1'-0"

±/- 30'-2"
TOP OF ROOF

±17'-6"
TOP OF PLATE

±13'-4"
T.O. CMU COLUMN

±9'-6"
2ND FLOOR

0'-0"
1ST FLOOR



FRONT ELEVATION

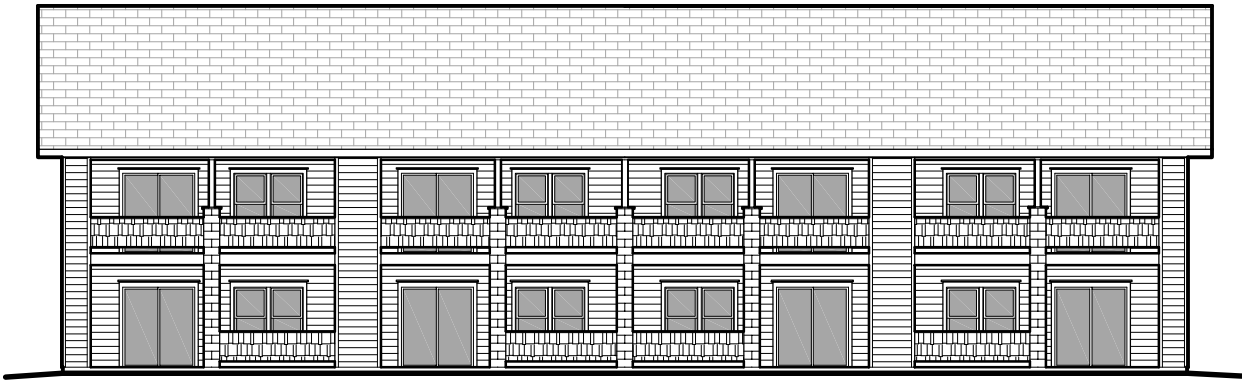
±/- 30'-2"
TOP OF ROOF

±17'-6"
TOP OF PLATE

±13'-4"
T.O. CMU COLUMN

±9'-6"
2ND FLOOR

0'-0"
1ST FLOOR



REAR ELEVATION

±/- 30'-2"
TOP OF ROOF

±17'-6"
TOP OF PLATE

±13'-4"
T.O. CMU COLUMN

±9'-6"
2ND FLOOR

0'-0"
1ST FLOOR



LEFT ELEVATION

±/- 30'-2"
TOP OF ROOF

±17'-6"
TOP OF PLATE

±13'-4"
T.O. CMU COLUMN

±9'-6"
2ND FLOOR

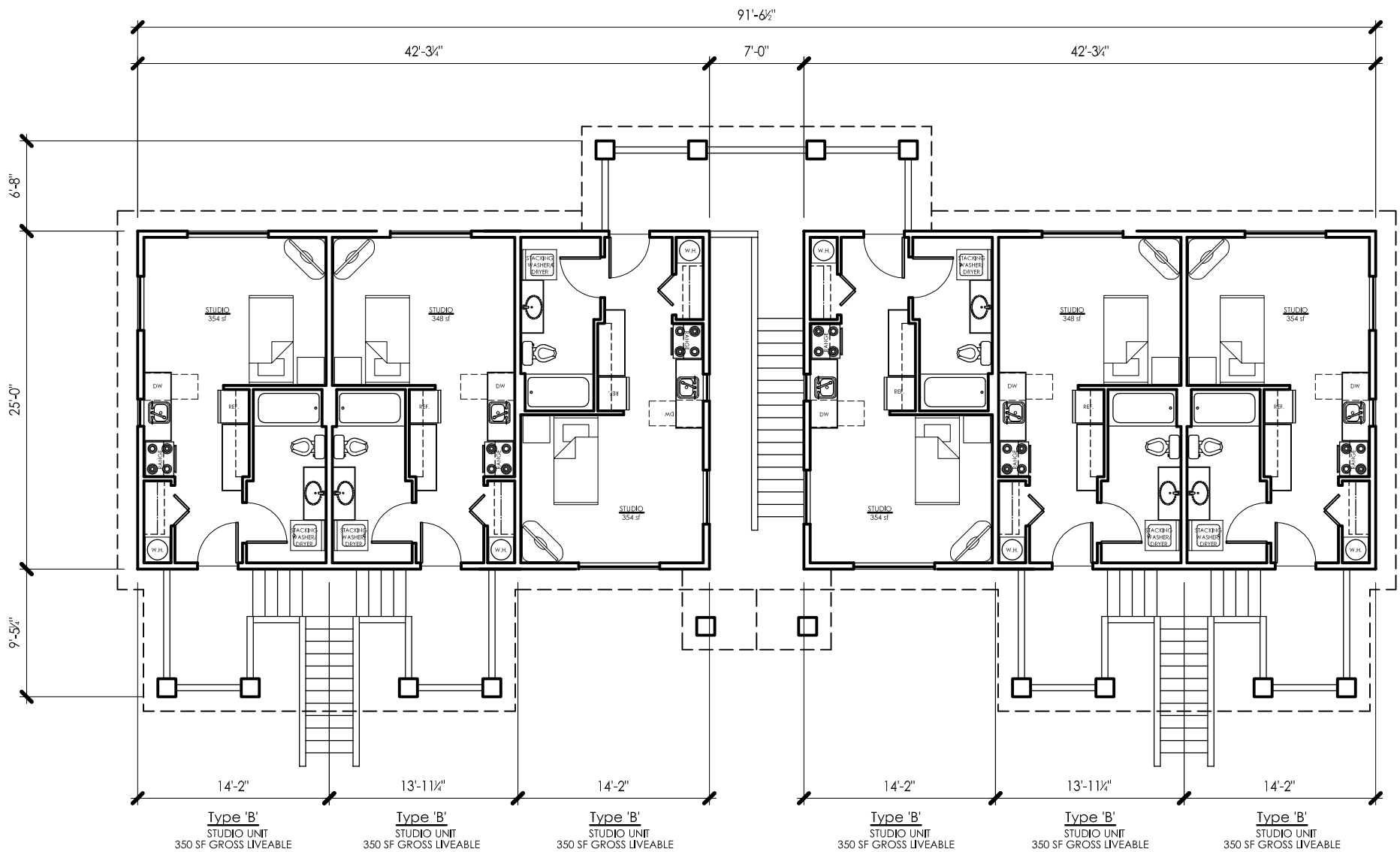
0'-0"
1ST FLOOR



RIGHT ELEVATION

ELEVATIONS - BUILDINGS A&B

1/16"=1'-0"



FLOOR PLAN - BUILDING C

3/32"=1'-0"

+/- 25'-0"
TOP OF ROOF
 +/- 17'-6"
TOP OF PLATE
 13'-4"
T.O. CMU COLUMN
 +/- 9'-6"
2ND FLOOR
 0'-0"
1ST FLOOR



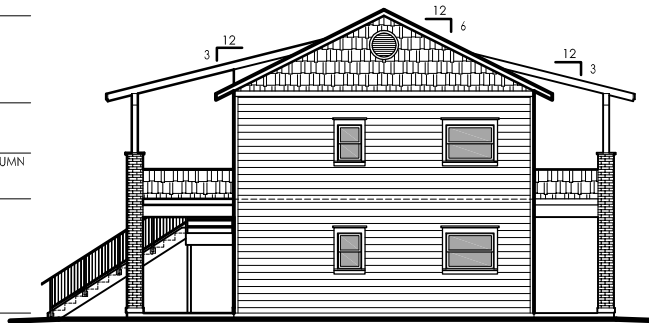
SOUTH ELEVATION

+/- 25'-0"
TOP OF ROOF
 +/- 17'-6"
TOP OF PLATE
 13'-4"
T.O. CMU COLUMN
 +/- 9'-6"
2ND FLOOR
 0'-0"
1ST FLOOR



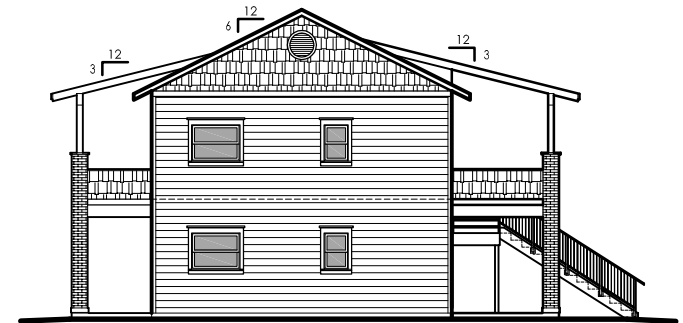
NORTH ELEVATION

+/- 25'-0"
TOP OF ROOF
 +/- 17'-6"
TOP OF PLATE
 13'-4"
T.O. CMU COLUMN
 +/- 9'-6"
2ND FLOOR
 0'-0"
1ST FLOOR



EAST ELEVATION

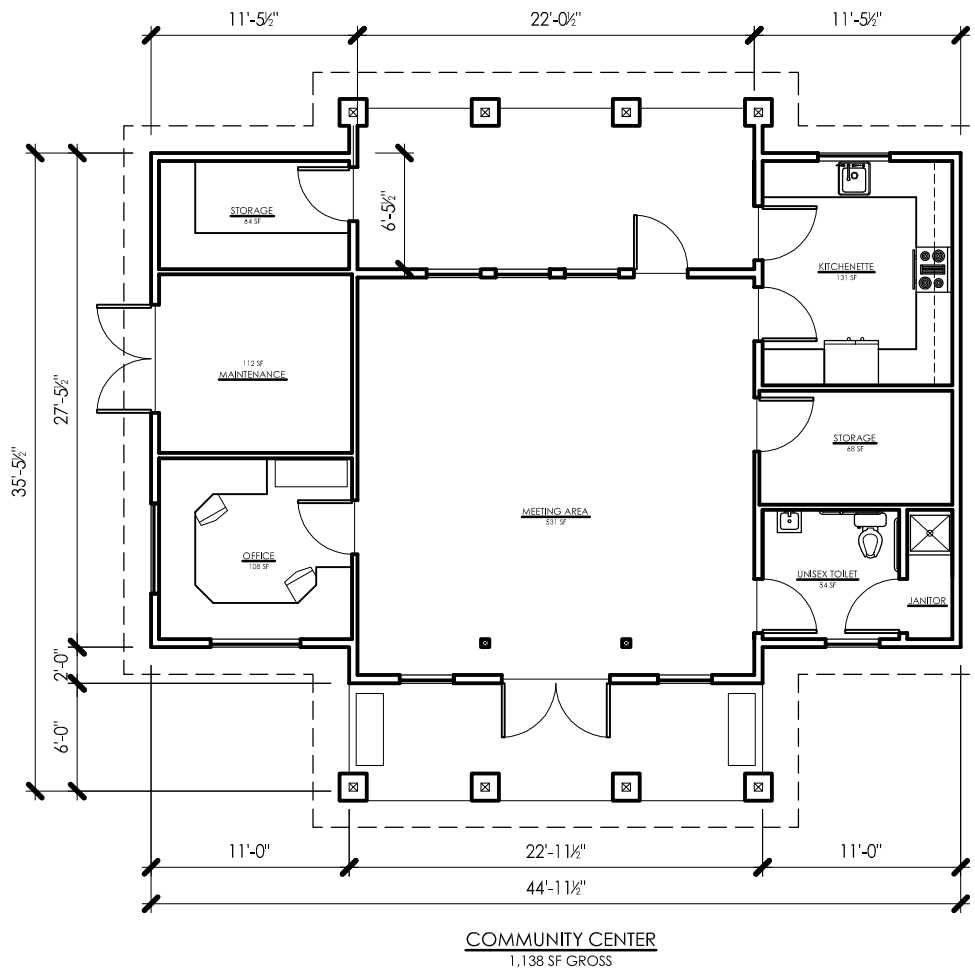
+/- 25'-0"
TOP OF ROOF
 +/- 17'-6"
TOP OF PLATE
 13'-4"
T.O. CMU COLUMN
 +/- 9'-6"
2ND FLOOR
 0'-0"
1ST FLOOR



WEST ELEVATION

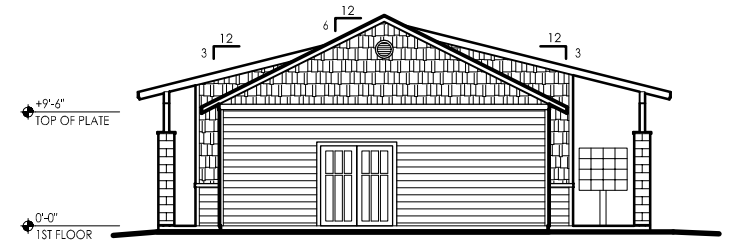
ELEVATIONS - BUILDING C

1/16"=1'-0"



FLOOR PLAN - BUILDING D

3/32"=1'-0"



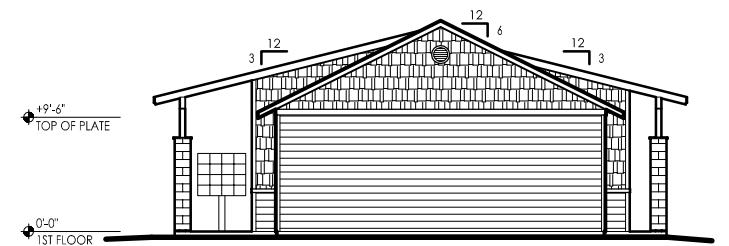
SOUTH ELEVATION



WEST ELEVATION



EAST ELEVATION



NORTH ELEVATION

ELEVATIONS - BUILDING D

1/16"=1'-0"

Section 2

Attachment

Documentation of Site Control


Western Title & Escrow
497 Oakway Road, Suite 340, Eugene, OR 97401
Order Number: 99747-LDL

Grantor
Olaf A. Junge Korrina E. Junge 4627 Calumet Way Eugene, OR 97404
Grantee
Delta Court L.L.C. P.O. Box 11923 Eugene, OR 97440
Until a change is requested, all tax statements shall be sent to the following address:
Delta Court L.L.C. P.O. Box 11923 Eugene, OR 97440

Reserved for Recorder's Use

STATUTORY WARRANTY DEED

Olaf A. Junge and Korrina E. Junge, Grantor, conveys and warrants to **Delta Court L.L.C., an Oregon limited liability corporation, Grantee**, the following described real property free of encumbrances except as specifically set forth herein:

SEE ATTACHED EXHIBIT "A"

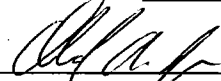
Account: **1162187**
Map & Tax Lot: **17 04 12 40 00508**
Account: **1847498**
Map & Tax Lot: **17 04 12 40 00524**
Account: **1162195**
Map & Tax Lot: **17 04 12 40 00509**
Account: **1010618**
Map & Tax Lot: **17 04 12 40 00502**

This property is free of encumbrances, EXCEPT: All those items of record, if any, as of the date of this deed, including any real property taxes due, but not yet payable.

The true consideration for this conveyance is **\$900,000.00**. (Here comply with requirements of ORS 93.030.)

BEFORE SIGNING OR ACCEPTING THIS INSTRUMENT, THE PERSON TRANSFERRING FEE TITLE SHOULD INQUIRE ABOUT THE PERSON'S RIGHTS, IF ANY, UNDER ORS 195.300, 195.301 AND 195.305 TO 195.336 AND SECTIONS 5 TO 11, CHAPTER 424, OREGON LAWS 2007, SECTIONS 2 TO 9 AND 17, CHAPTER 855, OREGON LAWS 2009, AND SECTIONS 2 TO 7, CHAPTER 8, OREGON LAWS 2010. THIS INSTRUMENT DOES NOT ALLOW USE OF THE PROPERTY DESCRIBED IN THIS INSTRUMENT IN VIOLATION OF APPLICABLE LAND USE LAWS AND REGULATIONS. BEFORE SIGNING OR ACCEPTING THIS INSTRUMENT, THE PERSON ACQUIRING FEE TITLE TO THE PROPERTY SHOULD CHECK WITH THE APPROPRIATE CITY OR COUNTY PLANNING DEPARTMENT TO VERIFY THAT THE UNIT OF LAND BEING TRANSFERRED IS A LAWFULLY ESTABLISHED LOT OR PARCEL, AS DEFINED IN ORS 92.010 OR 215.010, TO VERIFY THE APPROVED USES OF THE LOT OR PARCEL, TO DETERMINE ANY LIMITS ON LAWSUITS AGAINST FARMING OR FOREST PRACTICES, AS DEFINED IN ORS 30.930, AND TO INQUIRE ABOUT THE RIGHTS OF NEIGHBORING PROPERTY OWNERS, IF ANY, UNDER ORS 195.300, 195.301 AND 195.305 TO 195.336 AND SECTIONS 5 TO 11, CHAPTER 424, OREGON LAWS 2007, SECTIONS 2 TO 9 AND 17, CHAPTER 855, OREGON LAWS 2009 AND SECTIONS 2 TO 7, CHAPTER 8, OREGON LAWS 2010.


Executed this 28 day of December, 2015


Olaf A. Junge


Korrina E. Junge


State of **Oregon**, County of **Lane**) ss.

This instrument was acknowledged before me on this 28 day of December, 2015 by **Korrina E. Junge**


Notary Public for the State of Oregon
My commission expires: 10/1/17

State of **Oregon**, County of **Lane**) ss.

This instrument was acknowledged before me on this 29 day of December, 2015 by **Olaf A. Junge**


Notary Public for the State of Oregon
My commission expires: 10/1/17

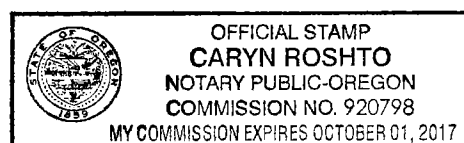


EXHIBIT "A"

Parcel I - Tax Lot 17-04-12-40-00508:

Beginning at a point in the center of County Road No. 1226, said point being South 106.60 feet and East 870.25 feet from the Southeast corner of the L. Poindexter Donation Land Claim No. 52, Township 17 South, Range 4 West of the Willamette Meridian; thence run along the centerline of said County Road No. 1226, along the arc of a 190.99 foot radius curve right (the long chord of which curve bears South 68 degrees 47' 43" East 103.07 feet) a distance of 104.35 feet; thence South 53 degrees 08' 30" East 461.13 feet; thence South 36 degrees 51' 30" West 30.01 feet to the True Point of Beginning; thence South 53 degrees 08' 30" East 140.00 feet; thence along the arc of a 256.48 foot radius curve right (the long chord of which bears South 38 degrees 31' 38" East 129.41 feet); thence South 73 degrees 49' 36" West 200.28 feet; thence South 16 degrees 10' 24" East 135.0 feet; thence South 73 degrees 49' 36" West 77.53 feet; thence North 16 degrees 10' 24" West 257.85 feet; thence North 36 degrees 51' 30" East 180.74 feet to the True Point of Beginning, all in Lane County, Oregon.

Parcel II - Tax Lot 17-04-12-40-00524:

That portion of the following described property lying adjacent to Parcel I:

Beginning at a point in the center of County Road #1226, said point being South 106.60 feet and East 870.25 feet from the Southeast corner of the L. Poindexter DLC #52, Township 17 South, Range 4 West of the Willamette Meridian; thence run along the centerline of said County Road #1226, along the arc of a 190.99 foot radius curve right (the long chord of which bears South 68 degrees 47' 43" East 103.07 feet) a distance of 104.36 feet; thence South 53 degrees 08' 30" East 601.13 feet; thence along the arc of a 286.48 foot radius curve right (the long chord of which bears South 37 degrees 08' 30" East 157.93 feet) a distance of 160.00 feet; thence South 21 degrees 08' 30" East 21.50 feet; thence along the arc of a 1909.86 foot radius curve left (the chord of which bears South 22 degrees 42' 34" East 104.51 feet) a distance of 104.52 feet to the True Point of Beginning of the tract herein described; thence South 73 degrees 49' 36" West 30.30 feet to a point, said point being the Southeast corner of that property conveyed to Mark Ellsworth Smith, et ux by document recorded August 31, 1983 in reel 1260, Reception No. 31022; thence on a 1939.86 foot radius curve right (the chord of which bears North 22 degrees 38' 47" West 101.88 feet) a distance of 101.89 feet; thence North 21 degrees 08' 30" West 21.50 feet; thence on a 256.48 foot radius curve left (the chord of which bears North 22 degrees 31' 13" West 12.42 feet) a distance of 12.42 feet; thence on the same radius curve left (the long chord of which bears North 38 degrees 31' 38" West 129.41 feet); thence North 53 degrees 08' 30" West 140.00 feet; thence North 36 degrees 51' 30" East 30.01 feet to the center of County Road No. 1226; thence run along the centerline of said road South 53 degrees 08' 30" East 140.00 feet along said centerline; thence along the arc of a 286.48 foot radius curve right (the long chord of which bears South 37 degrees 08' 30" East, 157.93 feet) a distance of 160.00 feet; thence South 21 degrees 08' 30" East 21.50 feet; thence along the arc of a 1909.86 foot radius curve left (the long chord of which bears South 22 degrees 42' 34" East 104.51 feet) a distance of 104.52 feet to the True Point of Beginning, in Lane County, Oregon.

EXCEPTING that part conveyed to Lane County, Oregon, for County Road No. 1226, by deed recorded April 8, 1946, in Book 316, Page 340, and for Lone Oak Ave., by deed recorded May 20, 1955, Reception No. 57176, Lane County Oregon Deed Records, in Lane County Oregon.

Parcel III - Tax Lot 17-04-12-40-00509:

Beginning at a point in the center of County Road No. 1226, said point being South 106.60 feet and East 870.25 feet from the Southeast corner of the L. Poindexter Donation Land Claim No. 52, Township 17 South, Range 4 West of the Willamette Meridian; thence run along the center line of said County Road No. 1226, along the arc of a 190.99 foot radius curve to the right (the long chord of which bears South 68° 47' 43" East 103.07 feet) a distance of 104.36 feet; thence South 53° 08' 30" East 601.13 feet; thence along the arc of a 286.43 foot radius curve right (the long chord of which bears South 37° 08' 30" East 157.93 feet) a distance of 160.00 feet; thence South 21° 08' 30" East 21.50 feet; thence along the arc of a 1909.86 foot radius curve left (the chord of which bears South 22° 42' 34" East 104.51 feet) a

distance of 104.52 feet; thence South 73° 49' 36" West 30.30 feet to a point on the Westerly right of way of County Road No. 1226, said point being the True Point of Beginning of the tract herein described; thence South 73° 49' 36" West 215.00 feet; thence North 16° 10' 24" West 135.00 feet; thence North 73° 49' 36" East 200.28 feet to said Westerly right of way; thence on a 256.48 foot radius curve right (the chord of which bears South 22° 31' 13" East 12.42 feet) a distance of 12.42 feet; thence South 21° 08' 30" East 21.50 feet; thence on a 1939.86 foot radius curve left (the chord of which bears South 22° 38' 47" East 101.88 feet) a distance of 101.89 feet to the True Point of Beginning, all in Lane County, Oregon.

Parcel IV - Tax Lot 17-04-12-40-00502:

That portion of the following described property lying adjacent to Parcel III:

Beginning at a point in the center of County Road No. 1226, said point being South 106.60 feet and East 870.25 feet from the Southeast corner of The L. Poindexter Donation Land Claim No. 52, Township 17 South, Range 4 West of the Willamette Meridian; thence run along the centerline of said County Road No. 1226, along the arc of a 190.99 foot radius curve right (the long chord of which bears South 68° 47' 43" East 103.07 feet) a distance of 104.36 feet; thence South 53° 08' 30" East 601.13 feet; thence along the arc of a 286.48 foot radius curve right (the long chord of which bears South 37° 08' 30" East 157.93 feet) a distance of 160.00 feet; thence South 21° 08' 30" East 21.50 feet; thence along the arc of a 1909.86 foot radius curve left (the chord of which bears South 22° 42' 34" East 104.51 feet) a distance of 104.52 feet to the true point of beginning of the tract herein described; thence South 73° 49' 36" West 30.30 feet to a point, said point being the Southeast corner of that property conveyed to Mark Ellsworth Smith, et ux by Document recorded August 31, 1983 in Reel 1260, Reception No. 31022; thence on a 1939.86 foot radius curve right (the chord of which bears North 22° 38' 47" West 101.88 feet) a distance of 101.89 feet; thence North 21° 08' 30" West 21.50 feet; thence on a 256.48 foot radius curve left (the chord of which bears North 22° 31' 13" West 12.42 feet) a distance of 12.42 feet; thence on the same radius curve left (the long chord of which bears North 38° 31' 38" West 129.41 feet; thence North 53° 08' 30" West 140.00 feet; thence North 36° 51' 30" East 30.01 feet to the center of County Road No. 1226; thence run along the centerline of said road South 53° 08' 30" East 140.00 feet along said centerline; thence along the arc of a 286.48 foot radius curve right (the long chord of which bears South 37° 08' 30" East, 157.93 feet) a distance of 160.00 feet; thence South 21° 08' 30" East 21.50 feet; thence along the arc of a 1909.86 foot radius curve left (the long chord of which bears South 22° 42' 34" East 104.51 feet) a distance of 104.52 feet to the true point of beginning, in Lane County, Oregon.

EXCEPTING that part conveyed to Lane County, Oregon, for County Road No. 1226, by Deed recorded April 8, 1946, in Book 316, Page 340, and for Lone Oak Ave., by Deed recorded May 20, 1955, Reception No. 57176, Lane County Oregon Deed Records, in Lane County, Oregon.

Section 2

Attachment

Title Report

SCHEDULE A

Policy No.: **99747**

Policy Jacket No: **82306-95002651**

Date of Policy: **December 30, 2015 at 10:30 am**

Amount of Insurance: **\$900,000.00**

Premium: **\$1,950.00**

1. Name of Insured:

Delta Court L.L.C., an Oregon limited liability corporation

2. The estate or interest in the land which is covered by this policy is:

Fee Simple

3. Title to the estate or interest in the land is vested in:

Delta Court L.L.C., an Oregon limited liability corporation

4. The land referred to in this policy is situated in the State of Oregon, County of Lane and is described as follows:

SEE ATTACHED EXHIBIT "A"

SCHEDULE B EXCEPTIONS FROM COVERAGE

This policy does not insure against loss or damage (and the Company will not pay costs, attorneys' fees or expenses) which arise by reason of:

1. Taxes or assessments which are not shown as existing liens by the records of any taxing authority that levies taxes or assessments on real property or by the public record; proceedings by a public agency which may result in taxes or assessments, or notices of such proceedings, whether or not shown by the records of such agency or by the public records.
2. Any facts, rights, interests or claims which are not shown by the public records but which could be ascertained by an inspection of said land or by making inquiry of persons in possession thereof.
3. Easements, or claims of easement, not shown by the public records, reservations or exceptions in patents or in acts authorizing the issuance thereof, water rights, claims or title to water.
4. Any encroachment (of existing improvements located on the subject land onto adjoining land or of existing improvements located on adjoining land onto the subject land), encumbrance, violation, variation or adverse circumstance affecting the title that would be disclosed by an accurate and complete land survey of the subject land.
5. Any lien, or right to lien, for services, labor or material heretofore or hereafter furnished, imposed by law and not shown by the public records.
6. The rights of the public in and to that portion of the herein described property lying within the limits of roads and highways.
7. Right of way over a 20 foot strip of land reserved in the Deed, including the terms and provisions thereof,
Recorded: May 23, 1914
Book 106, Page 118, Lane County Records
8. An easement created by instrument, including the terms and provisions thereof,
Recorded: October 9, 1984
Document No.: 84-39610, Lane County Records
In favor of: City of Eugene
9. Ordinance No. 20310, an Ordinance providing for withdrawal of territories from The River Road Water District and The River Road Park and Recreation District, and from The Santa Clara Water District, including the terms and provisions thereof,
Recorded: March 26, 2004
Document No.: 2004-021468, Lane County Records

10. Trust Deed to secure an indebtedness in the amount shown below, and any other obligations secured thereby:
Amount: \$225,000.00
Dated: December 28, 2015
Recorded: December 30, 2015
Document No.: 2015-062875, Lane County Records
Grantor: Delta Court L.L.C.
Trustee: Western Title & Escrow Company
Beneficiary: Umpqua Bank
Loan No.: 070058973
11. Assignment of Rents,
Dated: December 28, 2015
Recorded: December 30, 2015
Document No.: 2015-062876, Lane County Records
From: Delta Court, L.L.C.
To: Umpqua Bank
given as additional security to the Deed of Trust
Recorded: December 30, 2015
Document No.: 2015-062875, Lane County Records
12. Financing Statement
Recorded: December 30, 2015
Document No.: 2015-062877, Lane County Records
From: Delta Court L.L.C.
To: Umpqua Bank
13. Deed of Trust to secure an indebtedness in the amount shown below, and any other obligations secured thereby:
Amount: \$756,358.00
Dated: December 28, 2015
Recorded: December 30, 2015
Document No.: 2015-062878, Lane County Records
Grantor: Delta Court, LLC
Trustee: Western Title and Escrow
Beneficiary: City of Eugene
Loan No.: 070058973

Exhibit "A"

Parcel I - Tax Lot 17-04-12-40-00508:

Beginning at a point in the center of County Road No. 1226, said point being South 106.60 feet and East 870.25 feet from the Southeast corner of the L. Poindexter Donation Land Claim No. 52, Township 17 South, Range 4 West of the Willamette Meridian; thence run along the centerline of said County Road No. 1226, along the arc of a 190.99 foot radius curve right (the long chord of which curve bears South 68 degrees 47' 43" East 103.07 feet) a distance of 104.35 feet; thence South 53 degrees 08' 30" East 461.13 feet; thence South 36 degrees 51' 30" West 30.01 feet to the True Point of Beginning; thence South 53 degrees 08' 30" East 140.00 feet; thence along the arc of a 256.48 foot radius curve right (the long chord of which bears South 38 degrees 31' 38" East 129.41 feet); thence South 73 degrees 49' 36" West 200.28 feet; thence South 16 degrees 10' 24" East 135.0 feet; thence South 73 degrees 49' 36" West 77.53 feet; thence North 16 degrees 10' 24" West 257.85 feet; thence North 36 degrees 51' 30" East 180.74 feet to the True Point of Beginning, all in Lane County, Oregon.

Parcel II - Tax Lot 17-04-12-40-00524:

That portion of the following described property lying adjacent to Parcel I:

Beginning at a point in the center of County Road #1226, said point being South 106.60 feet and East 870.25 feet from the Southeast corner of the L. Poindexter DLC #52, Township 17 South, Range 4 West of the Willamette Meridian; thence run along the centerline of said County Road #1226, along the arc of a 190.99 foot radius curve right (the long chord of which bears South 68 degrees 47' 43" East 103.07 feet) a distance of 104.36 feet; thence South 53 degrees 08' 30" East 601.13 feet; thence along the arc of a 286.48 foot radius curve right (the long chord of which bears South 37 degrees 08' 30" East 157.93 feet) a distance of 160.00 feet; thence South 21 degrees 08' 30" East 21.50 feet; thence along the arc of a 1909.86 foot radius curve left (the chord of which bears South 22 degrees 42' 34" East 104.51 feet) a distance of 104.52 feet to the True Point of Beginning of the tract herein described; thence South 73 degrees 49' 36" West 30.30 feet to a point, said point being the Southeast corner of that property conveyed to Mark Ellsworth Smith, et ux by document recorded August 31, 1983 in reel 1260, Reception No. 31022; thence on a 1939.86 foot radius curve right (the chord of which bears North 22 degrees 38' 47" West 101.88 feet) a distance of 101.89 feet; thence North 21 degrees 08' 30" West 21.50 feet; thence on a 256.48 foot radius curve left (the chord of which bears North 22 degrees 31' 13" West 12.42 feet) a distance of 12.42 feet; thence on the same radius curve left (the long chord of which bears North 38 degrees 31' 38" West 129.41 feet); thence North 53 degrees 08' 30" West 140.00 feet; thence North 36 degrees 51' 30" East 30.01 feet to the center of County Road No. 1226; thence run along the centerline of said road South 53 degrees 08' 30" East 140.00 feet along said centerline; thence along the arc of a 286.48 foot radius curve right (the long chord of which bears South 37 degrees 08' 30" East, 157.93 feet) a distance of 160.00 feet; thence South 21 degrees 08' 30" East 21.50 feet; thence along the arc of a 1909.86 foot radius curve left (the long chord of which bears South 22 degrees 42' 34" East 104.51 feet) a distance of 104.52 feet to the True Point of Beginning, in Lane County, Oregon.

EXCEPTING that part conveyed to Lane County, Oregon, for County Road No. 1226, by deed recorded April 8, 1946, in Book 316, Page 340, and for Lone Oak Ave., by deed recorded May 20, 1955, Reception No. 57176, Lane County Oregon Deed Records, in Lane County Oregon.

Parcel III - Tax Lot 17-04-12-40-00509:

Beginning at a point in the center of County Road No. 1226, said point being South 106.60 feet and East 870.25 feet from the Southeast corner of the L. Poindexter Donation Land Claim No. 52, Township 17 South, Range 4 West of the Willamette Meridian; thence run along the center line of said County Road No. 1226, along the arc of a 190.99 foot radius curve to the right (the long chord of which bears South 68° 47' 43" East 103.07 feet) a distance of 104.36 feet; thence South 53° 08' 30" East 601.13 feet; thence along the arc of a 286.43 foot radius curve right (the long chord of which bears South 37° 08' 30" East 157.93 feet) a distance of 160.00 feet; thence South 21° 08' 30" East 21.50 feet; thence along the arc of a 1909.86 foot radius curve left (the chord of which bears South 22° 42' 34" East 104.51 feet) a distance of 104.52 feet; thence South 73° 49' 36" West 30.30 feet to a point on the Westerly right of way of County Road No. 1226, said point being the True Point of Beginning of the tract herein described; thence South 73° 49' 36" West 215.00 feet; thence North 16° 10' 24" West 135.00 feet; thence North 73° 49' 36" East 200.28 feet to said Westerly right of way; thence on a 256.48 foot radius curve right (the chord of which bears South 22° 31' 13" East 12.42 feet) a distance of 12.42 feet; thence South 21° 08' 30" East 21.50 feet; thence on a 1939.86 foot radius curve left (the chord of which bears South 22° 38' 47" East 101.88 feet) a distance of 101.89 feet to the True Point of Beginning, all in Lane County, Oregon.

Parcel IV - Tax Lot 17-04-12-40-00502:

That portion of the following described property lying adjacent to Parcel III:

Beginning at a point in the center of County Road No. 1226, said point being South 106.60 feet and East 870.25 feet from the Southeast corner of The L. Poindexter Donation Land Claim No. 52, Township 17 South, Range 4 West of the Willamette Meridian; thence run along the centerline of said County Road No. 1226, along the arc of a 190.99 foot radius curve right (the long chord of which bears South 68° 47' 43" East 103.07 feet) a distance of 104.36 feet; thence South 53° 08' 30" East 601.13 feet; thence along the arc of a 286.48 foot radius curve right (the long chord of which bears South 37° 08' 30" East 157.93 feet) a distance of 160.00 feet; thence South 21° 08' 30" East 21.50 feet; thence along the arc of a 1909.86 foot radius curve left (the chord of which bears South 22° 42' 34" East 104.51 feet) a distance of 104.52 feet to the true point of beginning of the tract herein described; thence South 73° 49' 36" West 30.30 feet to a point, said point being the Southeast corner of that property conveyed to Mark Ellsworth Smith, et ux by Document recorded August 31, 1983 in Reel 1260, Reception No. 31022; thence on a 1939.86 foot radius curve right (the chord of which bears North 22° 38' 47" West 101.88 feet) a distance of 101.89 feet; thence North 21° 08' 30" West 21.50 feet; thence on a 256.48 foot radius curve left (the chord of which bears North 22° 31' 13" West 12.42 feet) a distance of 12.42 feet; thence on the same radius curve left (the long chord of which bears North 38° 31' 38" West 129.41 feet; thence North 53° 08' 30" West 140.00 feet; thence North 36° 51' 30" East 30.01 feet to the center of County Road No. 1226; thence run along the centerline of said road South 53° 08' 30" East 140.00 feet along said centerline; thence along the arc of a 286.48 foot radius curve right (the long chord of which bears South 37° 08' 30" East, 157.93 feet) a distance of 160.00 feet; thence South 21° 08' 30" East 21.50 feet; thence along the arc of a 1909.86 foot radius curve left (the long chord of which bears South 22° 42' 34" East 104.51 feet) a distance of 104.52 feet to the true point of beginning, in Lane County, Oregon.

EXCEPTING that part conveyed to Lane County, Oregon, for County Road No. 1226, by Deed recorded April 8, 1946, in Book 316, Page 340, and for Lone Oak Ave., by Deed recorded May

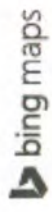
ALTA Owner's Policy
Policy No. **99747**
Policy Jacket No.: **82306-95002651**

20, 1955, Reception No. 57176, Lane County Oregon Deed Records, in Lane County, Oregon.

Section 2

Attachment

Photos of the site



Hunsaker Property

Untitled layer

- 870 Hunksaker, Eugene
- 1704124000509
- 850 Hunksaker, Eugene
- 1704124000508



SECTION 3 NEED & POPULATIONS SERVED

Population Narrative

1. Describe the target population to be served. Is the target population identified as a priority need population in the Consolidated Plan?

Delta Court II will have a tenant selection plan that will prioritize eight units to homeless veterans who are clients of the Veterans' Services of Lane County and their Housing First HUD VASH program. The remaining twenty units will be offered to low-to-moderate income individuals and families. These units will be an additional housing resource to the eight families in phase I who have completed their case management through the Lane County Health and Human Services Transitional Housing program.

The 2015 Eugene/Springfield Consolidated Plan identifies increasing access to quality affordable rental housing for low-and-moderate-income households as a priority need in our community. The Plan notes there are over 31,000 low-income renters in Eugene, yet only 3,516 units of affordable, assisted housing units are available in the housing market. The combined number of individuals and households on the wait lists of the various affordable housing providers in the community adds up to thousands and the wait time for unit availability could be up to three years. The Plan notes that the Median Family Income for both Eugene and Springfield is lower than the US and Lane County and 54% of household renters in the Eugene area are cost burdened, paying more than 30% of their income for housing. The Hunsaker Lane site location is noted as an area of Eugene where the population is considered of low-to-moderate income.

The City of Eugene and the State of Oregon have adopted the HUD high priority need to provide the services necessary to help homeless individuals, or those in danger of becoming homeless quickly regain stability in permanent housing. Cornerstone is honored to be part of the solution by providing the housing necessary to help end homelessness. Delta Court II will offer eight units to homeless veterans who receive case management and services through the Veterans Affairs HUD VASH program. Delta Court II is part of our larger combined Delta Court community that includes Delta Court I which is currently working with Lane County Health and Human Services to provide housing for eight families with children that have experienced homelessness and are receiving case management and services through their Transitional Housing First model.

Target Population Income

<input type="checkbox"/> 0-30% AMI	# of Units <input type="text"/>
<input checked="" type="checkbox"/> 31-50% AMI	# of Units <input type="text" value="5"/>
<input checked="" type="checkbox"/> 51-80% AMI	# of Units <input type="text" value="23"/>

Special Needs

2. Will this project serve Special Needs populations?

Yes ☒ No ☐

3. Special Needs Populations to be served (Check all that apply).

<input type="checkbox"/> Elderly/Frail Elderly
<input checked="" type="checkbox"/> Severe Mental Illness

- ☐ Developmentally Disabled
- ☒ Physically Disabled
- ☒ Substance Abuse
- ☐ HIV/AIDS
- ☐ Domestic Violence
- ☐ Ex-Offenders
- ☐ Youth Under 18
- ☐ Young adults aging out of foster care
- ☒ Veteran
- ☐ Other Special Needs (please explain)

4. Is your organization working with a referral service entity on this project? Yes ☒ No ☐

5. State the name of the referral entity: Veterans' Services of Lane County & HACSA

6. If a working arrangement with a referral service entity has not been established, briefly state why not.

Homeless

7. Will this project serve homeless individuals and/or families? Yes ☒ No ☐

Services

8. Will this project provide services? (e.g. Child Care, Case Management, Transportation) *If yes, please describe further in the Services portion of this Application (Section 10)* Yes ☒ No ☐

9. Describe services promoting self-sufficiency and independent living. Include in this discussion any counseling, job training, or other education, both on site and off site, which will be made available to residents of your project.

Through partnering agencies working with Cornerstone and Cornerstone's Healthy Homes programs, residents of Delta Court will have access to a broad range of supports that promote self-sufficiency and independent living. This includes a large variety of classes offered at any of our existing affordable housing sites. Transportation is offered to residents if a program is offered off-site or only at one of our other community centers. Programs include *Money Matters*, *Dreams and Donuts* and *Financial Foundations* classes. Introductions and referrals are made to organizations such as Goodwill, United Way, NEDCO, Habitat for Humanity, Lane Community College, Pioneer Pacific College, and many more. These services promote self-sufficiency and are offered throughout the year and are child friendly to help reduce barriers for resident participation. More information about these services is included in Section 10 – Services.

10. Describe how residents will be encouraged to participate in decision making processes.

Cornerstone welcomes tenant participation and encourages tenant input in decision-making, development and design of affordable housing, and program services. Delta Court II tenants will be asked to participate in the following processes to help them engage in the decisions regarding their own community:

Resident Surveys: We will conduct surveys at this new Cornerstone community. These surveys are anonymous and designed to ask residents important questions about their experience living in affordable housing communities. Questions include topics such as housing design, resident needs, recreation, community building, pet policies, and a wide variety of other topics. After the surveys are tabulated, our resident services staff meets with residents to share results, engage in creative problem solving, and encourage tenant participation in decision making.

Focus Groups: We will convene a Focus Group at Delta Court II to identify resident needs and program desires. All tenants at Delta Court I & II will be encouraged to participate. These roundtable discussions give residents a chance to voice successes and weaknesses in housing design, property development and property management issues. These focus groups have provided direct examples and experience for Cornerstone when we introduce a new property into our portfolio. Elements are discussed such as community gardens, more open space, storage, and other positive approaches for the design teams to consider.

Resident Task Groups: These task groups are formed when the community has a specific goal to accomplish and needs support of residents in reaching the goal. This includes issues related to resident services, community event planning, community goals, etc.

Board Involvement: Cornerstone residents are encouraged to apply to become a member of our Board of Directors and serve on the Board Resident Services Committee. Residents play a key role in bringing their perspective to the table in many of our decision-making discussions.

Community Priorities

11. Does this project meet the objectives of any of the local, state or federal plans listed below?
(check all that apply)

- ☒ Consolidated Plan
- ☐ Housing Dispersal Policy
- ☒ Envision Eugene Plan
- ☐ Springfield 2030 Comprehensive Plan
- ☐ Area Plans (Land Use and/or Strategic Neighborhood Assessment & Planning Work Plan)
- ☒ Other: Opening Doors; Federal Strategic Plan to Prevent and End Homelessness

12. Please list the ways in which your project will meet the plan(s) checked. If none of the plans apply, describe how your project will fulfill a perceived need for affordable housing in the community. Be specific.

Housing gives people an opportunity to build better lives. Our communities are better and stronger when everyone has a safe and affordable place to call home. Affordable housing is a critical element in many community and statewide reports and plans. We refer to several different local, state and federal plans to help us determine the need and the effectiveness of providing affordable housing in our community.

Eugene/Springfield Consolidated Plan: The 2015 Eugene/Springfield Consolidated Plan identifies community issues that include persons experiencing homelessness, high housing costs and lack of housing availability in Lane County. Delta Court will help solve three of the five affordable housing objectives presented in the Plan by increasing the supply of affordable units, increasing opportunities for low-to-moderate income households to become and remain renters, and removing barriers to affordable and supportive housing.

Envision Eugene: Envision Eugene is our community vision for accommodating the next 20 years of growth and concentrates on new growth along our key transit corridors and core commercial areas, while protecting neighborhoods and increasing access to services for everyone. The community vision includes seven pillars of focus and Affordable Housing is one of the important seven pillars.

Opening Doors: Federal Strategic Plan to Prevent and End Homelessness: There is a growing body of evaluation and research demonstrating that the Housing First model is an effective means of solving homelessness. Through the Housing First model, families and individuals receive assistance quickly and are able to regain a place to live and regain control of their lives in a short amount of time. The evidence continues to mount that the Housing First model is a cost-effective solution that saves tax payer dollars by avoiding placing the homeless in higher cost institutional settings. To finish the job of ending chronic homelessness, communities will need additional resources to create more permanent affordable housing at a scale sufficient to meet the needs.

Providing affordable housing and supportive services creates a platform for health and stability for individuals as well as for the community at large. All too often people experiencing homelessness become caught in the revolving door between emergency departments, hospitals, and the criminal justice system, resulting in high costs to the public and poor outcomes for individuals.

A key theme of Opening Doors is promoting collaborative leadership at all levels of government and across all sectors. These goals include projecting cross agency and cross sector collaboration to leverage resources, and strengthens the capacity of public and private organizations to implement successful interventions and integrate systems to prevent and end homelessness.

We are pleased to work with the Veterans' Services of Lane County to achieve the goals of "Opening Doors".

SECTION 5 PROJECT SCHEDULE

Project Schedule Narrative

1. Please provide a narrative description to accompany the Form 5 project schedule in your proforma. Please be specific about how the timelines were determined for obtaining commitments for leveraged project financing, forming legal ownership entities, real estate closing, temporary and permanent relocation, construction commencement, construction completion, lease-up, etc. Describe the plan for securing all financing and the plan to complete acquisition within 12 months.

Most of the feasibility and Due Diligence work was completed prior to the acquisition that took place on December 30, 2015. Cornerstone currently has title to the property. There will be no relocation included in this project as it is new construction.

Funding sources for this project will be HOME funds and SDC waivers as part of this application, Tax Credits as part of the NOFA LIHTC application that will be submitted in July of this year and commercial debt for construction and permanent financing. Several lenders and Tax Credit partners have been identified and expressed interest in partnering with Cornerstone as part of this project. Commitment letters for the lender and the Tax Credit partner will be completed prior to the NOFA application in July. Final financial underwriting and the formal partnership with the Tax Credit partner will be completed after NOFA award anticipated in November of 2016. Construction financing is anticipated to close in March of 2017 well ahead of construction commencement. Permanent financing is projected to be placed once the property is stabilized in April of 2018.

Final construction documents will begin after the NOFA award in November of 2016. Completion of the drawings and permitting with the City of Eugene is expected to take 5 months allowing bidding and construction commencement to occur in the spring. The anticipated construction duration for this project is between 9 and 10 months with a certificate of occupancy anticipated in January of 2018. Lease up and stabilization is anticipated to take 3 months.

Please complete the following Excel form in Attachment D and place in this section:

► Form 5, Project Schedule

Organization Name:	Cornerstone Community Housing
Project Name:	Delta Court II

Instructions:

- Provide "Date Completed" and "Status" information for the following project tasks at a minimum.
- If a task does not apply to your project, enter N/A. To add additional tasks, insert additional lines as needed.
- Submit this form in chronological order. Use the sort function to reorder the form by the "Date Completed" column.
- For each new task you enter in this column, also enter the appropriate category in the first column.

Category	Tasks	Date Completed or Expected Completion	Status
Construction	Selection of general contractor	11/1/2015	<i>Essex Construction</i>
Design/Permitting	Preliminary drawings completed	12/24/2015	<i>Revised if needed by June for LIHTC application</i>
Site Control	Option Agreement/Conditional contract	12/30/2015	
Financing	Construction cost estimate	1/28/2016	<i>Revised by February 2017</i>
Financing	Application for funding (specify source):	2/5/2016	<i>HOME funds application</i>
Financing	Application for funding (specify source):	2/5/2016	<i>SDC Waiver application</i>
Financing	Award date for funding source (specify):	4/1/2016	<i>HOME Funds award</i>
Financing	Award date for funding source (specify):	4/1/2016	<i>SDC Waiver</i>
Financing	Application for funding (specify source):	7/1/2016	<i>LIHTC application</i>
Financing	Award date for funding source (specify):	11/15/2016	<i>LIHTC award</i>
Feasibility/Due Diligence	Market study	12/1/2016	
Design/Permitting	Building permit application submitted	1/1/2017	
Financing	Lender selection	2/1/2017	
Financing	Appraisal	3/1/2017	
Financing	Financial underwriting	3/1/2017	
Design/Permitting	Building permits issued	3/1/2017	
Design/Permitting	Final Plans and Specs Completed	3/1/2017	
Construction	Solicit bids (Subcontractors)	3/1/2017	
Occupancy	Selection of management entity	6/1/2017	
Occupancy	Selection of service providers	6/1/2017	
Construction	Issued certificate of occupancy	1/1/2018	
Occupancy	Begin lease-up	1/1/2018	
Construction	Begin construction	4/1/2018	
Occupancy	Placed in service - 1st Building	4/1/2018	
Occupancy	Placed in service - Last Building	4/1/2018	
Feasibility/Due Diligence	Site survey	Complete	
Feasibility/Due Diligence	Phase 1 Environmental Assessment	Complete	
Feasibility/Due Diligence	Phase 2 Environmental Assessment	Complete	
Design/Permitting	Zoning approval	In Place	
Site Control	Maximum Extensions	N/A	
Site Control	Closing	N/A	
Feasibility/Due Diligence	Capital needs assessment	N/A	
Feasibility/Due Diligence	Relocation of existing tenants	N/A	
Relocation	Planning and budget	N/A	
Relocation	Initiation of negotiations	N/A	
Relocation	GIN's delivered to tenants	N/A	
Relocation	Advisory services to tenants	N/A	
Relocation	Notice of Eligibility to tenants	N/A	
Relocation	Notice of Non-displacement to tenants	N/A	
Relocation	90 day notice to tenants	N/A	
Relocation	Tenant move out	N/A	
Financing	Funding for services	N/A	
Design/Permitting	Site plan approval	N/A	
Feasibility/Due Diligence	Neighborhood notification	On-Going	

SECTION 6 DEVELOPMENT BUDGET

Development Budget Narrative

1. Please provide a narrative description regarding the development budget (specifically related to the Sources and Uses of Funds tabs in the pro forma). Please provide justifications of all costs and assumptions. Describe any choices the development team has made related to long-term affordability and cost savings.

New construction for privately owned residential projects that provide Affordable Housing are not required to follow the State of Oregon Prevailing Wage Rate (PWR) law or the Federal Davis-Bacon Act as long as:

- The apartment building is no more than four stories in height
- Does not contain commercial space
- Occupants' incomes are no greater than 60 percent of area median income
- At least 60 percent of the project is designated for affordable housing
- Is leased to a private entity for 50 years or more, or if the affordable housing is owned by a partnership, as long as the public agency is not a majority owner in the partnership.

As per ORS 279C.810(2)(d); OAR 839-025-0100(1)(e)

Development and Soft Costs were derived from a number of sources. Architecture, engineering and other professional fees are the result of agreements already negotiated. Best estimates have been made on city fees, including SDC's which were calculated based on the design of the project. Other costs were based on recent prior projects and confirmation calls to appropriate parties.

The construction costs were developed as part of an integrated design and estimating process. The general contractor's extensive knowledge in this type of project led to constructability and durability decisions in the design process. The straight forward approach to the design of the buildings is a result of feedback from the contractor to reduce construction costs while also providing quality design. As part of developing the construction budget, the contractor met with several subcontractors to validate the current estimate. Due to an assumed construction start date of March 2017 an escalation factor was applied to ensure market inflation is captured in the estimate.

Several financial institutions have expressed interest in participating in the project. At this time a lender has not been selected but the financing costs assumed in the project budget are based on discussions with potential lenders and the current lending environment.

Please complete the following Excel form in Attachment D and place in this section:

► Form 6, Proforma (includes several tabs)

Section 6

Form 6

Proforma

Project Summary

Project Name	Delta Court II		Date	2/1/2016		
Project Type	select X for each applicable		Pro Forma Type:	(A) Original Application		
	--	Acq/Rehab	Project Square Feet			
	X	New Construction				
	--	Rehab				
	--	Preservation				
Number of Units						
</						

figures* based on:

(A) Original Application

*specified in row 5 "pro forma type":

Overall Costs

	Total Costs	Cost / Unit	Cost / Res Sq Ft	% of Total Costs
Total	\$4,300,706	\$153,597	\$243.05	-
Acquisition	\$0	\$0	\$0.00	0.0%
Construction	\$3,174,523	\$113,376	\$179.40	73.8%
Development	\$1,126,183	\$40,221	\$63.64	26.2%

Development & Construction Cost / Unit Type

	tot sq ft	tot units	Dev & Const cost/unit
0 bedroom	4,440	12	\$100,126
1 bedroom	5,320	8	\$171,825
2 bedroom	6,760	8	\$215,573
3 bedroom	0	0	-
4 bedroom	0	0	-
5 bedroom	0	0	-

Common Areas:	1,175	\$42
Development & Construction Costs		\$4,300,706
Dev & Const Cost / Res Sq Ft:		\$243

Construction Costs

	Total Costs	Cost / Unit	Cost / Res Sq Ft
Total Construction Costs minus GC/O/P	\$2,801,277	\$100,046	\$158.31
Total Builder GC/O/P	\$373,246	\$13,330	\$21.09
Builder General Conditions	\$175,586	\$6,271	\$9.92
Builder Overhead	\$55,679	\$1,989	\$3.15
Builder Profit	\$141,981	\$5,071	\$8.02
Construction Contingency	\$111,358	\$3,977	\$6.29

Development Costs

	Total Costs	Cost / Unit	% Construction
Architect's Fee	\$84,000	\$3,000	3%
	Total Costs	% of Development	Cost / Unit
Development Contingency	\$48,000	4.5%	\$1,714

Project Name

Delta Court II

Date

2/1/2016

	Total	% of Total	Cost / Unit
Developer Fee	\$300,000	8%	\$10,714
Consultant Fee	\$85,000	2%	\$3,036
Minimum Required non-profit share of Developer Fee (If Applicable)	\$96,250	3%	\$3,438
Total Developer Fee	\$385,000	10%	\$13,750
Total Deferred Fee	\$0	0%	\$0
Total Cash Developer Fee	\$385,000	10%	\$13,750

Operating Income & Expense:

Income:	Total	Percent of EGI	\$ / Unit
EGI without OAHTC	\$165,347	--	\$5,905
EGI with OAHTC		--	\$0
Expenses:	Total / Unit	Percent of EGI w/o OAHTC	Percent of EGI w OAHTC
Total Op Expenses / Unit	\$4,856	2.9%	0.0%
Less Property Tax / Unit	\$0	0.0%	0.0%
Less resident services / Unit	\$360	0.2%	0.0%
Net Op Exp/Unit	\$4,496	2.7%	0.0%
On Site Mgmt Fee / Unit	\$1,069	0.6%	0.0%
Off Site Mgmt Fee / Unit	\$443	0.3%	0.0%
Total Mgmt Fee / Unit	\$1,512	0.9%	0.0%
Maintenance & Repairs / Unit	\$587	0.4%	0.0%
Replacement Reserve	\$264	0.2%	0.0%
Net Operating Income:	Total	Percent of EGI	\$ / Unit
Net Operating Income without OAHTC	\$29,374	17.8%	\$1,049
Net Operating Income with OAHTC		0.0%	\$0
Debt Coverage Ratio:	Total		
Primary DCR without OAHTC	1.25		
Primary DCR with OAHTC	-		
Total DCR without OAHTC	1.25		
Total DCR with OAHTC	-		
Cash Flow:	Total	Percent of EGI	\$ / Unit
Primary Cash Flow without OAHTC	\$5,921	3.6%	\$211
Primary Cash Flow with OAHTC		0.0%	\$0
Total Cash Flow without OAHTC	\$5,921	3.6%	\$211
Total Cash Flow with OAHTC		0.0%	\$0

SOURCES OF FUNDING

Project Name: **Delta Court II**

Date: **2/1/2016**

Funding Source	RESIDENTIAL						COMMERCIAL	
	HOME Match (select)	Initial Application	Carryover	Final Application	Status	Anticipated or Firm Commitment Date	Commercial	Anticipated or Firm Commitment Date
OHCS GRANTS & EQUITY								
LIHTC Equity		\$3,287,571						
HOME								
Total OHCS Grants & Equity		\$3,287,571	\$0	\$0			\$0	

OHCS LOANS								
Tax Exempt Bonds								
HOME								
Total OHCS Loans		\$0	\$0	\$0			\$0	

NON-OHCS GRANTS (list)								
City of Eugene HOME		\$608,135				8/31/2016		
SDC waiver		\$130,000				8/31/2016		
Total NON-OHCS Grants		\$738,135	\$0	\$0			\$0	

NON-OHCS LOANS (list as applicable)								
Permanent Loan (Umpqua Bank)		\$275,000						
Total NON-OHCS Loans		\$275,000	\$0	\$0			\$0	

APPLICANT CONTRIBUTIONS (list additional as applicable)								
Cash		\$0						
Deferred Development Fee								
Total Applicant Contribution		\$0	\$0	\$0			\$0	

OTHER: (list additional as applicable)								
Cash flow During Rehab								
Total Other Funds		\$0	\$0	\$0			\$0	

TOTAL FUND SOURCES	\$4,300,706	\$0	\$0	(Note: Total Fund Sources must match "Total Project Cost" from Uses of Funding page.)	\$0
(original) Surplus or Gap	(\$0)				

Other OHCS non-equity sources:		
Oregon Affordable Housing Tax Credit (OAHTC)		(loan amount from OAHTC worksheet)
Construction bridge loan		(enter loan amount)
Predevelopment Loan		(loan amount)

USES OF FUNDS

Project Name:	Delta Court II	Date:	2/1/2016	Pro Forma Type:	(A) Original Application
Acq/Rehab	--	Total / Summary Costs Based on:			
Number of Units:	28	(A) Original Application			
IRS Set-aside	40 / 60	As Selected on Summary Page			
Residential Unit Square Footage:	16,520	Residential Summary:			
Residential Common Areas:	1,175	Total	Acquisition	Construction	Development
Commercial/other		Total Costs	\$4,300,706	\$0	\$3,174,523
Total Residential Square Footage:	17,695	Cost / Unit	\$153,597	\$0	\$113,376
Total Square Footage:	17,695	Cost / Res Sq Ft	\$243	\$0	\$179
		% of Total Costs	-	0.0%	73.8%

COSTS:	Total Costs (comm & res; based on pro forma type selection on summary page)	COMMERCIAL (where applicable)	RESIDENTIAL									These two columns are for	
												LIHTC APPLICANTS ONLY	
		(A) Original Application	Cost per Unit	(B) Carryover Application	% Diff (B/A)	Cost per Unit	(C) Final Application	% Diff (C/B)	Cost per Unit	Funding Source	Total Estimated Eligible Basis	Estimated Gross Expended by Carryover Date	
		Commercial											

Acquisition Costs

Purchase Price:													
Land	\$0			-		-	-		-	-		n/a	
Improvements	\$0			-		-	-		-	-			
Liens and Other Taxes	\$0			-		-	-		-	-			
Closing/Recording	\$0			-		-	-		-	-			
Extension Fees	\$0			-		-	-		-	-			
Other (list below):													
	\$0			-		-	-		-	-			
	\$0			-		-	-		-	-			
	\$0			-		-	-		-	-			
Acquisition Costs Subtotal:	\$0	\$0	\$0	-	\$0	-	-	\$0	-	-	--	\$0	\$0

Construction Costs

Off-site Work	\$0			-		-	-		-	-			
On-site Work	\$0			-		-	-		-	-			
Hazardous Materials Abatement	\$0			-		-	-		-	-			
Demolition	\$9,092		\$9,092	\$325		-100.0%	-		-	-		\$9,092	
Residential Building	\$2,515,660		\$2,515,660	\$89,845		-100.0%	-		-	-		\$2,515,660	
Commercial Space/Building	\$0			-		-	-		-	-		n/a	
Common Use Facilities	\$0			-		-	-		-	-		\$0	
FF&E (Common Area Furnishings)	\$12,000		\$12,000	\$429		-100.0%	-		-	-		\$12,000	
Internet Wiring & Equipment	\$0			-		-	-		-	-		\$0	
Landscaping	\$83,600		\$83,600	\$2,986		-100.0%	-		-	-		\$83,600	
Elevator	\$0			-		-	-		-	-		\$0	
Laundry Facilities	\$0			-		-	-		-	-		\$0	
Storage/Garages	\$0			-		-	-		-	-		\$0	
Builder's Risk Insurance	\$12,523		\$12,523	\$447		-100.0%	-		-	-		\$12,523	
Performance Bond	\$31,700		\$31,700	\$1,132		-100.0%	-		-	-		\$31,700	
3rd Party Const. Management	\$0			-		-	-		-	-		\$0	
Contingency	\$111,358		\$111,358	\$3,977		-100.0%	-		-	-		\$111,358	
General Conditions	\$175,586		\$175,586	\$6,271		-100.0%	-		-	-		\$175,586	
Contractor Overhead	\$55,679		\$55,679	\$1,989		-100.0%	-		-	-		\$55,679	
Contractor Profit	\$141,981		\$141,981	\$5,071		-100.0%	-		-	-		\$141,981	
Other (list below):													
Insurance - CGLI	\$25,344		\$25,344	\$905		-100.0%	-		-	-		\$25,344	
	\$0			-		-	-		-	-			
	\$0			-		-	-		-	-			
Construction Costs Subtotal:	\$3,174,523	\$0	\$3,174,523	\$113,376	\$0	-100.0%	-	\$0	-	-	--	\$3,174,523	\$0

Development Costs

Land Use Approvals	\$6,500		\$6,500	\$232		-100.0%	-		-	-		\$6,500	
--------------------	---------	--	---------	-------	--	---------	---	--	---	---	--	---------	--

USES OF FUNDS

Project Name:	Delta Court II				Date:	2/1/2016	Pro Forma Type:	(A) Original Application
Building Permits/Fees	\$82,500	\$82,500	\$2,946	-100.0%	-	-	-	\$82,500
System Development Charges	\$130,000	\$130,000	\$4,643	-100.0%	-	-	-	\$130,000
Market Study	\$6,500	\$6,500	\$232	-100.0%	-	-	-	\$6,500
Environmental Report	\$0	-	-	-	-	-	-	\$0
Lead Based Paint Report	\$0	-	-	-	-	-	-	\$0
Asbestos Report	\$0	-	-	-	-	-	-	\$0
Soils Report (Geotechnical)	\$4,800	\$4,800	\$171	-100.0%	-	-	-	\$4,800
Survey	\$5,400	\$5,400	\$193	-100.0%	-	-	-	\$5,400
Capital Needs Assessment	\$0	-	-	-	-	-	-	\$0
Marketing/Advertising	\$0	-	-	-	-	-	-	n/a
Insurance	\$10,500	\$10,500	\$375	-100.0%	-	-	-	\$10,500
OHCS Fees	\$0	-	-	-	-	-	-	\$0
OHCS Const. Inspection	\$0	-	-	-	-	-	-	\$0
OHCS Constr. Analyst	\$0	-	-	-	-	-	-	\$0
Other (list below):								
	\$0	-	-	-	-	-	-	
	\$0	-	-	-	-	-	-	
	\$0	-	-	-	-	-	-	

General Fees								
Architectural	\$84,000	\$84,000	\$3,000	-100.0%	-	-	-	\$84,000
SPD Architectural Review Fee	\$0	-	-	-	-	-	-	\$0
Engineering	\$40,500	\$40,500	\$1,446	-100.0%	-	-	-	\$40,500
Legal/Accounting	\$14,000	\$14,000	\$500	-100.0%	-	-	-	\$14,000
Cost Certification	\$4,000	\$4,000	\$143	-100.0%	-	-	-	\$4,000
Appraisals	\$8,500	\$8,500	\$304	-100.0%	-	-	-	\$8,500
Special Inspections/Testing	\$6,500	\$6,500	\$232	-100.0%	-	-	-	\$6,500
Developer Fee	\$300,000	\$300,000	\$10,714	-100.0%	-	-	-	\$300,000
Consultant Fee	\$85,000	\$85,000	\$3,036	-100.0%	-	-	-	\$85,000
Rate Lock Fee	\$0	-	-	-	-	-	-	
Other (list below):								
	\$0	-	-	-	-	-	-	
	\$0	-	-	-	-	-	-	
	\$0	-	-	-	-	-	-	

Construction Loan Costs/Fees								
Lender Inspection Fees	\$4,000	\$4,000	\$143	-100.0%	-	-	-	\$4,000
Lender Title Insurance	\$9,000	\$9,000	\$321	-100.0%	-	-	-	\$9,000
Lender Legal Fees	\$12,500	\$12,500	\$446	-100.0%	-	-	-	\$12,500
Loan Fees	\$32,000	\$32,000	\$1,143	-100.0%	-	-	-	\$32,000
Loan Closing Fees	\$0	-	-	-	-	-	-	\$0
Property Taxes (Constr Period)	\$0	-	-	-	-	-	-	\$0
Insurance	\$0	-	-	-	-	-	-	\$0

Bridge Loan Fees								
Bridge Loan Legal	\$0	-	-	-	-	-	-	
Bridge Loan Trustee	\$0	-	-	-	-	-	-	
Bridge Loan Underwriting	\$0	-	-	-	-	-	-	

Permanent Loan Fees								
Perm. Loan Fee	\$2,750	\$2,750	\$98	-100.0%	-	-	-	n/a
Perm. Loan Closing Fees	\$1,250	\$1,250	\$45	-100.0%	-	-	-	n/a

Tax Credit Fees								
Tax Credit Fee	\$19,600	\$19,600	\$700	-100.0%	-	-	-	\$19,600
Tax Credit Syndication Fee	\$0	-	-	-	-	-	-	n/a
Tax Credit Cost Certification	\$0	-	-	-	-	-	-	\$0
Tax Credit Legal/Advisor Fee	\$0	-	-	-	-	-	-	n/a

USES OF FUNDS

Project Name: Delta Court II Date: 2/1/2016 Pro Forma Type: (A) Original Application

Bond Issuance Fees

Cost of Bond Issuance	\$0			-		-	-		-	-		n/a
Negative Arbitrage (1.50%)	\$0			-		-	-		-	-		n/a
Bond Cost Certification	\$0			-		-	-		-	-		n/a
Other (list below):												
	\$0			-		-	-		-	-		n/a

Interest

Construction Period	\$105,597		\$105,597	\$3,771		-100.0%	-		-	-		\$105,597
Construction Bridge Loan	\$0			-		-	-		-	-		n/a
Other (list below):												
	\$0			-		-	-		-	-		
	\$0			-		-	-		-	-		

Development Contingency

Development Contingency	\$48,000		\$48,000	\$1,714		-100.0%	-		-	-		\$48,000
Contingency Escrow Account (3%)	\$0			-		-	-		-	-		n/a

Lease Up / Tenant Relocation

Lease Up	\$25,000		\$25,000	\$893		-100.0%	-		-	-		n/a
Tenant Relocation	\$0			-		-	-		-	-		

Reserves/Cash Accounts

Operating Reserve	\$67,986		\$67,986	\$2,428		-100.0%	-		-	-		n/a
Deposit to Replacement Reserves	\$9,800		\$9,800	\$350		-100.0%	-		-	-		n/a
Other (list below):												
	\$0			-		-	-		-	-		
	\$0			-		-	-		-	-		
	\$0			-		-	-		-	-		
	\$0			-		-	-		-	-		

Development Costs Subtotal:	\$1,126,183	\$0	\$1,126,183	\$40,221	\$0	-100.0%	-	\$0	-	-	--	\$1,019,397	\$0
TOTAL PROJECT COST	\$4,300,706	\$0	\$4,300,706	\$153,597	\$0	-100.0%	-	\$0	-	-	--	\$4,193,920	\$0

Surplus or Gap (original)	(\$0)
Surplus or Gap (carry over)	
Surplus or Gap (final)	

Total of the amount to be expended by Carryover Date \$0
(divided by) Total Residential Project Costs \$4,300,706
(equals) the Percent of estimated cost expended by Carryover Date 0%

	(A) Original Application	(B) Carryover Application	(C) Final Application	
Developer Fee Percent	10.0%	-	-	OHCS policy; Total developer fee must be no more than 15% of total Project costs net of developer fee, reserves and cash accounts.
Project Development Percentage	26.2%	-	-	OHCS policy; Development costs can be no more than 30% of total project costs.
Development Contingency	4.5%	-	-	Preference is to be no more than a maximum of 5%
Construction Contingency	3.6%	-	-	OHCS policy; Construction contingency can be no more than 5% for NC, 10% for Rehab.
Contractor Profit, Overhead & GC	13.3%			OHCS policy maximum, Contractor Profit (8%), Overhead (2%) and General Conditions (6%). Combined can be no more than 14% of construction c
Construction less Contractor P&O&GC	\$2,801,277	\$0	\$0	
	\$3,837,920.0	\$0.0	\$0.0	Project costs net of developer fee, reserves and cash accounts

CALCULATION OF TAX CREDIT

Project Name: Delta Court Phase II **Date:** 2/1/2016

Pro Forma Type: (A) Original Application

Tax credits are calculated on an annual basis.

Basis Boost

If located in a Qualified Census Tract (QCT), Difficult to Develop Area (DDA), or Low Poverty Census Tract; eligible for the 130% basis boost. If so, enter the applicable area below:

QCT Number: Lane County Census Tract 21.02
DDA Area:
Low Poverty Tract:

Is Project Eligible for the State 130% Basis Boost? No

Indicate whether your project is qualified for one or both of the following:

30% Acquisition & Rehab	No
70% New Construction	Yes

Applicable column (30%, 70% or both) to be populated based on selection above

	30%	70%	Total
Total Project Costs		\$4,300,706	\$4,300,706
Less land; amortized and other ineligible costs *		\$106,786	\$106,786

Basis Calculation

Use applicable column (30%, 70% or both) for data entry

Eligible Basis	30%	70%	Total
Less portion of federal grant used to finance qualifying developments			
Less amounts of nonqualified nonrecourse financing			
Less non-qualifying costs or units of higher quality			
Less Section 48 Rehabilitation Tax Credit			
Less Historic Tax Credit (Residential Portion Only)			

Total Estimated Eligible Basis \$0 \$4,193,920 \$4,193,920
Total eligible basis from Uses of Funding page: (should match) \$0

(100% or 130% if eligible for basis boost)

Adjusted Eligible Basis \$0 \$4,193,920 \$4,193,920
 Multiplied by the applicable fraction 100% 100%

Total Qualified Basis \$0 \$4,193,920 \$4,193,920
 Multiplied by the applicable percentage (verify with REUA) 9.00%

Month / Year used

Total Amount Of Tax Credit Allowable \$0 \$377,453 \$377,453

Total Amount Of Tax Credit Requested \$335,500 \$335,500

Total Tax Credits for 10 Years \$0 \$3,355,000 \$3,355,000

Tax Credit Yield (enter up to four decimal places if needed) 0.9800

Tax Credit Equity \$0 \$3,287,900 \$3,287,900

Percentage of Limited Partnership proceeds

From table on Tax Credit Sale Information page

Net Tax Credit Investor Proceeds \$0 \$3,287,571 \$3,287,571

Application	Date	Credits	Proceeds
Initial			
Carryover			
Final			

HOUSING OPERATING BUDGET - INCOME

Project Name: Delta Court II Date: 2/1/2016 Pro Forma Type: (A) Original Application

County: LANE pick from drop down
 Rents based on: Actual Multifamily Tax Subsidy Incomes pick from drop down
 select from drop down
 Income Inflation Rate: 2.00% if you change this income inflation rate from it's default (2%) you must support it in your narrative

Unit Size	Unit Type (BDR / MGR)	# of Baths	Square Feet / Unit	Median Income %	Gross Monthly Program Rent Per Unit		Tenant Paid Utility Allow		Net Monthly Rent Per Unit		# of Units											
													1	2	3	4	5	10	15	20	30	
0	BDR	1.0	370	50%	\$493	-	\$60	=	433	X 12	2	=	\$10,392	\$10,600	\$10,812	\$11,028	\$11,249	\$12,419	\$13,712	\$15,139	\$18,455	
1	BDR	1.0	665	50%	\$555	-	\$76	=	479	X 12	2	=	\$11,496	\$11,726	\$11,960	\$12,200	\$12,444	\$13,739	\$15,169	\$16,748	\$20,415	
2	BDR	1.0	845	50%	\$666	-	\$94	=	572	X 12	1	=	\$6,864	\$7,001	\$7,141	\$7,284	\$7,430	\$8,203	\$9,057	\$10,000	\$12,189	
0	BDR	1.0	370	60%	\$582	-	\$60	=	522	X 12	10	=	\$62,640	\$63,893	\$65,171	\$66,474	\$67,804	\$74,861	\$82,652	\$91,255	\$111,239	
1	BDR	1.0	665	60%	\$623	-	\$76	=	547	X 12	6	=	\$39,384	\$40,172	\$40,975	\$41,795	\$42,631	\$47,068	\$51,966	\$57,375	\$69,940	
2	BDR	1.0	845	60%	\$747	-	\$94	=	653	X 12	6	=	\$47,016	\$47,956	\$48,915	\$49,894	\$50,892	\$56,188	\$62,037	\$68,493	\$83,493	
2	MGR	1.0	845	60%		-		=	0	X 12	1	=	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
				-		-		=	0	X 12		=	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
				-		-		=	0	X 12		=	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
				-		-		=	0	X 12		=	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
				-		-		=	0	X 12		=	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
				-		-		=	0	X 12		=	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
				-		-		=	0	X 12		=	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
				-		-		=	0	X 12		=	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
				-		-		=	0	X 12		=	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	

Total Residential Square Feet
16,520

SUB-TOTALS 28 = \$177,792 \$181,348 \$184,975 \$188,674 \$192,448 \$212,478 \$234,593 \$259,009 \$315,731

Total Annual Income

Site-based rental assistance:
 Site-based rental assistance: \$0 \$0 \$0 \$0 \$0 \$0 \$0 \$0 \$0

Service Revenue:
 Other: \$0 \$0 \$0 \$0 \$0 \$0 \$0 \$0 \$0

Other Revenue:
 Laundry \$0 \$0 \$0 \$0 \$0 \$0 \$0 \$0
 Garage/Parking \$0 \$0 \$0 \$0 \$0 \$0 \$0 \$0
 Deposits on Turnover \$2,026 \$2,067 \$2,108 \$2,150 \$2,374 \$2,621 \$2,894 \$3,527
 Cable TV \$0 \$0 \$0 \$0 \$0 \$0 \$0 \$0
 Interest Income \$0 \$0 \$0 \$0 \$0 \$0 \$0 \$0
 Application Fees \$840 \$857 \$874 \$891 \$984 \$1,087 \$1,200 \$1,462
 Internet Access Fees \$0 \$0 \$0 \$0 \$0 \$0 \$0 \$0
 Other: \$0 \$0 \$0 \$0 \$0 \$0 \$0 \$0

SUB-TOTAL OTHER REVENUE \$0 \$2,866 \$2,923 \$2,982 \$3,041 \$3,358 \$3,707 \$4,093 \$4,990

Gross Income: \$177,792 \$184,214 \$187,898 \$191,656 \$195,489 \$215,836 \$238,300 \$263,103 \$320,721

Less Vacancy Rate 7.0% (\$12,445) (\$12,895) (\$13,153) (\$13,416) (\$13,684) (\$15,109) (\$16,681) (\$18,417) (\$22,450)

select vacancy rate from drop down; if you change from it's default (7%) you must support it in your narrative

Effective Gross Income: \$165,347 \$171,319 \$174,745 \$178,240 \$181,805 \$200,727 \$221,619 \$244,686 \$298,270

HOUSING OPERATING BUDGET - EXPENSES

Project Name: Delta Court II Date: 2/1/2016
 Pro Forma Type: (A) Original Application

Expense Inflation Rate: 3.00% if you change this expense inflation rate from it's default (3%) you must support it in your narrative
Enter annual expense for ALL units below

Annual Operating Expenses	Annual per Unit	1	2	3	4	5	10	15	20	30
Insurance	\$209	\$5,843	\$6,018	\$6,199	\$6,385	\$6,576	\$7,624	\$8,838	\$10,246	\$13,769
Utilities:(common areas)										
Gas/Oil	\$0		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Electric	\$60	\$ 1,680	\$1,730	\$1,782	\$1,836	\$1,891	\$2,192	\$2,541	\$2,946	\$3,959
Water & Sewer	\$452	\$ 12,650	\$13,030	\$13,420	\$13,823	\$14,238	\$16,505	\$19,134	\$22,182	\$29,811
Garbage Removal	\$171	\$ 4,800	\$4,944	\$5,092	\$5,245	\$5,402	\$6,263	\$7,260	\$8,417	\$11,312
Cable TV	\$0		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Repairs & Maintenance	\$587	\$ 16,446	\$16,939	\$17,448	\$17,971	\$18,510	\$21,458	\$24,876	\$28,838	\$38,756
Landscape Maintenance	\$264	\$ 7,400	\$7,622	\$7,851	\$8,086	\$8,329	\$9,655	\$11,193	\$12,976	\$17,439
Replacement Reserve	\$350	\$ 9,800	\$10,094	\$10,397	\$10,709	\$11,030	\$12,787	\$14,823	\$17,184	\$23,094
Property Management:										
On-site	\$1,069	\$29,932	\$30,830	\$31,755	\$32,708	\$33,689	\$39,054	\$45,275	\$52,486	\$70,537
Contracted (Off-Site)	\$443	\$12,401	\$12,773	\$13,156	\$13,551	\$13,957	\$16,180	\$18,758	\$21,745	\$29,224
Professional Services:										
Resident Services	\$360	\$10,080	\$10,382	\$10,694	\$11,015	\$11,345	\$13,152	\$15,247	\$17,675	\$23,754
Case Management	\$0		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Legal	\$11	\$300	\$309	\$318	\$328	\$338	\$391	\$454	\$526	\$707
Accounting	\$239	\$6,700	\$6,901	\$7,108	\$7,321	\$7,541	\$8,742	\$10,134	\$11,748	\$15,789
Compliance Monitoring Fees	\$35	\$980	\$1,009	\$1,040	\$1,071	\$1,103	\$1,279	\$1,482	\$1,718	\$2,309
Office & Administration	\$206	\$5,779	\$5,952	\$6,131	\$6,315	\$6,504	\$7,540	\$8,741	\$10,134	\$13,619
Advertising/Marketing & Promotion	\$20	\$550	\$567	\$583	\$601	\$619	\$718	\$832	\$964	\$1,296
Unit Turnover	\$188	\$5,250	\$5,408	\$5,570	\$5,737	\$5,909	\$6,850	\$7,941	\$9,206	\$12,372
Taxes(non-real estate)	\$5	\$153	\$158	\$162	\$167	\$172	\$200	\$231	\$268	\$361
Real Estate Taxes	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Payroll Taxes	\$161	\$4,509	\$4,644	\$4,784	\$4,927	\$5,075	\$5,883	\$6,820	\$7,907	\$10,626
Internet Connection Fee	\$26	\$720	\$742	\$764	\$787	\$810	\$939	\$1,089	\$1,263	\$1,697
Other: (list below)										
	\$0		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	\$0		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Annual Operating Expenses:	\$4,856	\$135,973	\$140,052	\$144,254	\$148,581	\$153,039	\$177,414	\$205,671	\$238,429	\$320,429

HOUSING OPERATING BUDGET - EXPENSES

Project Name: Delta Court II **Date:** 2/1/2016
Pro Forma Type: (A) Original Application

Expense Inflation Rate: 3.00% if you change this expense inflation rate from it's default (3%) you must support it in your narrative
 Enter annual expense for ALL units below

Annual Operating Expenses	Annual per Unit	1	2	3	4	5	10	15	20	30
Less Debt Service:										

Permanent loan (no OAHTC)

Rate	Amortization (Years)	Loan Amount										
5.90%	20	\$275,000	\$838	\$23,452	\$23,452	\$23,452	\$23,452	\$23,452	\$23,452	\$23,452	\$23,452	\$0

Other Loans / Deferred Fee

Deferred Developer Fee

Rate	Amortization (Years)	Loan Amount										
			\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Other Loans (HOME Loan, Partnership Loans) & Cash flow Loans

Rate	Amortization (Years)	Loan Amount										
			\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
			\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
			\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

HOUSING OPERATING BUDGET - EXPENSES

Project Name:

Delta Court II

Date: 2/1/2016

Pro Forma Type: (A) Original Application

Expense Inflation Rate: 3.00% if you change this expense inflation rate from it's default (3%) you must support it in your narrative

Enter annual expense for ALL units below

Annual Operating Expenses	Annual per Unit	1	2	3	4	5	10	15	20	30
WITHOUT OAHTC	Annual per Unit	1	2	3	4	5	10	15	20	30
Effective Gross Income:	\$5,905	\$165,347	\$171,319	\$174,745	\$178,240	\$181,805	\$200,727	\$221,619	\$244,686	\$298,270
Total Annual Operating Expenses:	\$4,856	\$135,973	\$140,052	\$144,254	\$148,581	\$153,039	\$177,414	\$205,671	\$238,429	\$320,429
Net Operating Income:	\$1,049	\$29,374	\$31,267	\$30,492	\$29,659	\$28,766	\$23,313	\$15,948	\$6,256	(\$22,159)
Primary Debt Service	\$838	\$23,452	\$23,452	\$23,452	\$23,452	\$23,452	\$23,452	\$23,452	\$23,452	\$0
Total Debt Service	\$838	\$23,452	\$23,452	\$23,452	\$23,452	\$23,452	\$23,452	\$23,452	\$23,452	\$0
Cash Flow Per Year Primary:	\$211	\$5,921	\$7,814	\$7,039	\$6,207	\$5,314	(\$139)	(\$7,504)	(\$17,196)	(\$22,159)
Cash Flow Per Year Total:	\$211	\$5,921	\$7,814	\$7,039	\$6,207	\$5,314	(\$139)	(\$7,504)	(\$17,196)	(\$22,159)
Primary Debt Coverage Ratio	1.25	1.25	1.33	1.30	1.26	1.23	0.99	0.68	0.27	-
Total Debt Coverage Ratio	1.25	1.25	1.33	1.30	1.26	1.23	0.99	0.68	0.27	-

SECTION 7 PROJECT FINANCING

Unique Financing Circumstances

1. Please describe any unique financing details or structures as they pertain to this project. Discuss the timing of obtaining other funding commitments prior to receiving a HOME award, and the likelihood of obtaining all funding commitments by August 2016.

The majority of funds needed to complete this new construction project is dependent on securing a Tax Credit award in the upcoming 2016 OHCS NOFA process. The State has indicated the NOFA will be released in May 2016 with submittal due in July. All commitment letters from the construction and permanent financing lenders and the Tax Credit partner will be obtained prior to the submittal of the NOFA. Final financial underwriting and the formal tax credit partnership will be completed after the receipt of an award Reservation Letter from OHCS, anticipated to be in November 2016.

2. HOME funds requested: \$608,135
3. Other resources (at least 25% non-federal match is required): \$3,692,571
4. Total Project cost: \$4,300,706
5. Do you plan to apply for the City of Eugene Low Income Rental Housing Property Tax Exemption? Yes ☐ No ☒
In July 2015, in conjunction with the award of HOME funds for the acquisition of the property and the current eight HOME units, the City Council adopted Resolution 5137 approving a Low-Income Rental Housing Property Tax Exemption for the both tax lots.
6. Do you plan to apply for a City of Eugene CDBG Rehabilitation Loan? Yes ☐ No ☒
If yes, how much will you request?
7. Do you plan to apply for a City of Springfield CDBG Rehabilitation Loan? Yes ☐ No ☒
If yes, how much will you request?
8. Do you plan to use City of Eugene Systems Development Charge Waivers? Yes ☒ No ☐
If yes, how much is your request (if known)? \$130,000

Attachments

<input type="checkbox"/> Funding commitment letters
<input checked="" type="checkbox"/> Description of status of investor negotiations

Section 7

Attachments

Description of Status of Investor
Negotiations

Section 7 Project Financing

Attachment: **Description of status of investor negotiations**

After 20 years of successful tax credit developments, Cornerstone is an attractive non-profit developer for tax credit investors. We completed preliminary discussions with three potential investors.

The **Richman Group** is our tax credit investment partner on Willakenzie Crossing. Kim Pardoe, Richman's tax credit originator, also worked with us in the past on Apple Orchard and WestTown on 8th. Kim knows we not only build quality developments but we have the commitment and capacity to work through very challenging developments such as WestTown.

We are also having discussions with **Umpqua Bank**. Umpqua is our primary banking partner, our tax-credit equity partner on Green Leaf Village, and our permanent lender on Delta Court I. Their Foundation has been a generous supporter of Cornerstone.

There is a potential third option with a **major local business** that is interested in participating in the Delta Court development as a tax credit investor and as a way of giving back to the community. The identity of this corporation is confidential at this time.

We will have commitment letters at the time we submit our NOFA application. We will finalize the list of interested tax credit investors and choose the investor partner upon award of tax credits.

SECTION 8 PROJECT OPERATIONS

Operations Narrative

1. Please provide a narrative description of the long term operations (specifically related to the Income and Expenses tabs in your proforma). Please justify costs and assumptions. Describe how the projected revenue was determined. Please describe why the rents were selected and why they are appropriate to the long term viability of the project.

Operating Income is determined by designating five units as Very Low Income HOME units with 50% AMI income and rent limits as per the maximum allowable for 2015. Tenants will be responsible for their electric usage, hence a utility allowance will be deducted from the maximum allowable rents. This application proposes two Studio, two one bedroom, and one two bedroom units as HOME units with tenant rents at \$433, \$479, and \$572 respectively.

In order to sustain the long term viability of the project, the remaining twenty-three units will be a 60% LIHTC units with rents based on Actual Income Limits for 2015 from HUD and OHCS. After utility allowance reduction, rents for these studio, one bedroom, and two bedroom units will be \$522, \$547, and \$653 respectively.

At least eight residents will hold HUD-VASH rental vouchers which insures they will not spend more than 30% of their income on rent. Throughout Cornerstone's portfolio, 20% of units are rent subsidized units, so we expect several resident will also carry Section 8 vouchers.

The Deposits on Turnover and Applicant fees in the Other Revenue section of the Proforma are determined from the historical data collected by our property management company as per our portfolio averages.

OHCS now considers a 7% Vacancy Rate as the industry standard, although we do not experience that level of vacancy at our properties.

Operating Expenses are also determined by the expertise of our property management company taking into account the project size. They produce over 90 operating budgets per year for their various clients and are able to calculate standard operating expenses for specific regions.

- Electric costs are for common areas only, and the property will assume expense for all water, sewer, and garbage.
- Repairs and maintenance (R & M), includes payroll for a 10 hour per week employee of the Management Company, repair parts and supplies, and 3rd party contracts. However, we should not experience much expense in this category in the first few years of operations. A beginning projection of \$547 per unit per year (*PUPY*) with an annual 3% escalator enables the long term sustainability of the units. As the units age, R & M is estimated to be over \$1,000 PUPY by year 20.

- Landscaping includes grounds supplies and a 3rd party contracts. We use the same landscape company for 90% of our properties which enables us to negotiate cost savings. The landscape contract ensures all vegetation is maintained and remains healthy.
- The Replacement Reserve is funded at \$350 PUPY as per the industry standard required by lenders.
- Property management
 - The on-site property management includes a 30 hour per week employee of the property management company. The Employee Unit apartment value, along with health and retirement benefits are part of the total expense.
 - Contracted (Off-Site) is 7.5% of Gross Income which is a standard percentage for a property of this size. This fee pays for all the compliance, bookkeeping, and regional managers in their main office and calculates to approximately \$36 per unit per month.
- Resident Services play a large part in the success of the property and the stability of the residents. Cornerstone Community Housing will have weekly on-site activities and office time at the site. Cornerstone charges \$30 per unit per month to help offset program costs and staff expense.
- Legal fees cover the unfortunate expense that occurs when a tenant is evicted from the property for due cause as per Tenant/Landlord law.
- Auditing fees are what is currently charged per property in our portfolio.
- The Compliance monitoring fee is the annual fee OHCS charges for LIHTC properties at \$35 PUPY.
- Office & Administration is composed of the basics for running an efficient rental office including tenant screening fees, forms, keys, supplies, postage, furniture & equipment, copier & printer supplies, tech support, and the alarm service. Annual expense is projected to be \$206 PUPY.
- Advertising/ Marketing & Promotion includes signage for the property, on-line postings on Craigslist and in For Rent magazine when appropriate. Generally waitlists are so long advertising is not appropriate when a unit becomes available.
- Unit Turnover is calculated by estimating seven turnovers per year at \$750 per unit.
- Taxes (non-real estate) is the annual State 990 tax return filing fee.
- Real Estate Taxes – Delta Court I received a Real Estate Tax Exemption in July 2015 in conjunction with the award of HOME funds for the acquisition of the property and the current eight HOME units.
- Payroll taxes are for the on-site property manager and maintenance personnel.
- Internet connection fee is determined as per the costs associated with our other properties.

Total Annual Operating Expenses of \$4,856 PUPY falls within the industry standard range of \$4,600 - \$5,000 PUPY.

The projected Net Operating Income of \$29,374 will support a 20 year term permanent loan of \$275,000 at an interest rate of 5.90% and produce Debt Coverage Ratio in the first year of 1.25. Projected cash flow of approximately \$6,000 acts as an operating contingency for miscellaneous, unexpected operating expenses. Since close to permanent financing is not anticipated until early 2018, cash flow also leaves a buffer for a likely higher interest rate on the permanent loan.

The Operating Budget proforma indicates the property will have negative cash flow beginning in year ten.

This is primarily driven by the State requirement of a 7% vacancy rate versus their past requirement of 5%. The average vacancy rate throughout our portfolio is 3.5%. By changing the vacancy rate to 5%, cash flow does not become negative until year 15 when the Limited Partner exits the partnership. It is common practice to refinance property debt at that time.

The also has proforma set formulas that escalates all expenses 3% per year. Within our portfolio, we find items such as insurance, office & administration, accounting, compliance monitoring fees, and advertising escalate at rate closer to 1% per year. These savings would further increase cash flow and ensure a positive debt coverage ratio until the property refinances in year 15.

Attachment

<input checked="" type="checkbox"/> Documentation of utility allowance schedule.
--

Section 8

Attachments

Documentation of Utility Allowance
Schedule

Utility Allowance

Project Name:

Delta Court II

Date:

2/1/2016

Pro Forma Type:

(A) Original Application

Utilities	Specify Type of Utility (Gas, elec., Oil, etc.)	choose from drop down menu Owner or Tenant Paid	fill in the dollar amounts in cells below					
			0 BDRM	1 BDRM	2 BDRM	3 BDRM	4 BDRM	5 BDRM
Heating	Electric	Tenant Paid	\$60	\$76	\$94			
Lighting	Electric	Tenant Paid						
Air Conditioning	Electric	Tenant Paid						
Cooking	Electric	Tenant Paid						
Hot Water	Electric	Tenant Paid						
Water		Owner Paid						
Sewer		Owner Paid						
Trash Removal		Owner Paid						
Total Utility Allowance			\$60	\$76	\$94	\$0	\$0	\$0

Source of Utility Allowance Calculation: (Write organization below & attach a copy)

Local Housing Authority	Housing and Community Services Agency of Lane County
Utility Company	
Other	

If allowances are calculated by other methods, attach the appropriate schedule and include unit rents, number of bedrooms, and allowances

EUGENE - Goshen - Seavey Loop - EWEB 4799

(includes Electricity)

CO	DD	GAS Sp Ht	GAS Sp Ht	GAS Sp Ht	OIL Sp Ht	OIL Sp Ht	GAS Water Ht
		Water Ht	Water Ht		Water Ht		
0BR		54	54	61			62
MULTI							
1BR		68	68	77	92	88	80
SINGLE		65	65	74			75
MULTI							
2BR		82	83	93	115	110	101
SINGLE		77	77	88			90
MULTI							
3BR		93	94	108	134	128	113
SINGLE		88	90	103			105
MULTI							
4BR		104	106	122	154	147	130
SINGLE		99	101	116			119
MULTI							
5BR		115	118	137	174	167	147
SINGLE							

ALL ELECTRIC		UTIL ALLOW
SINGLE: (House)	1BR	81
	2BR	107
	3BR	123
	4BR	143
	5BR	162
MULTI: (Duplex, or Apt., or Multi Plex)	0BR	60
	1BR	76
	2BR	94
	3BR	114
	4BR	132

WATER ALLOWANCES			SEWER ALLOWANCES			GARBAGE RATES		
	Bdrm	Allowance		Bdrm	Allowance		Bdrm	Allowance
EWEB	0	20	EWEB	0	29	Eugene	0	23
	1	22		1	32		1	23
	2	27		2	46		2	23
	3	35		3	67		3	23
	4	45		4	84		4	41
	5	56		5	102		5	41
Santa Clara & River Rd	0	21	Santa Clara & River Rd	0	20	Eugene	0	22
	1	23		1	24		1	22
	2	30		2	38		2	22
	3	44		3	55		3	22
	4	65		4	72		4	41
	5	88		5	90		5	41
			Not Annexed to City			Eugene		
							0	20
							1	20
							2	20
							3	20
						Urban Growth Boundary	4	29
							5	29

UTILITY ALLOWANCE 2015

Updated: 03/10/15

Non Electric Heat	_____
Elect for Lighting	_____
Elec/Lighting & Heat	_____
Water	_____
Sewer	_____
Garbage	_____
Well (1)	_____
Range (4)	_____
Refrigerator (5)	_____
Microwave (2)	_____
TOTAL	_____
NAME	_____
ADDR	_____
DATE	_____
Lease Up	<input type="text"/> Annual <input type="text"/>

SECTION 9 PROJECT TEAM

Personnel

1. List the names of key members of the organization's development team, their titles and their years of experience in affordable housing below.

Name	Title <i>(e.g., executive director, project manager.)</i>	Years Experience in Affordable Housing
Richard Herman	Executive Director, Cornerstone	16
Jill Chadbourne	Fiscal Director, Cornerstone	20
Mark Miksis	Development Consultant, deChase Development Services	20
Michelle Cady	Operations Director, Cornerstone	12
Harris Hoffman	Board Vice President	25
Jody Miller	Board Secretary	20
Steve Roth	Board Member	6

Organizational History

2. Has the organization developed affordable housing projects previously? Yes ☒ No ☐

3. Experience: Years

4. Has the organization done similar projects to that for which you are seeking funds for through this application:

- a. Number of similar projects completed: Projects

- b. Please describe the similar projects completed and their current status:

All properties listed below have received HOME funding and / or CDBG awards and are in compliance with HOME regulations. All properties have HOME units \leq 50% AMI. The remaining units range from \leq 30% to \leq 60% income limits and rents.

Woodleaf Village – PIS 1998 – 60 units
 The Park at Emerald Village – PIS 1998 – 96 units
 College Corner – PIS 2000 – 9 units
 Green Leaf Village – PIS 2002 – 34 units
 Oak Leaf Village – PIS 2002 – 14 units
 Apple Orchard – PIS 2004 – 40 units
 WestTown on 8th – PIS 2008 – 101 units
 Prairie View – PIS 2009 – 64 units
 Willakenzie Crossing – PIS 2012 – 56 units
 Delta Court I – PIS 2015 – 8 units

5. Number Units Placed in Service: 483 Units

6. When was the organization last audited? 2014 (2015 in Process)

a. Were there any findings? Yes ☐ No ☒

b. Have these findings been resolved? Yes ☐ No ☐

c. If not, what is your plan for resolution?

7. Is the Sponsor organization currently engaged in any project workouts? Yes ☐ No ☒

a. If yes, please list any projects in workout, and provide a brief summary of the reason for the workout status.

	Project Name	Reason for Workout
1.		
2.		
3.		

Ownership Entity

8. What is the legal status of the Ownership Entity for the project?

☐ Currently Exists

☒ To Be Formed prior to receiving a HOME award. Estimated formation date 12/1/2016

9. Ownership Entity Information

Name: Delta Court II

Address: P.O. Box 11923

City: Eugene State: OR Zip Code: 97440

Phone: 541-683-1751 E-mail: jchadbourn@cornerstonecommunityhousing.org

Fax: 541-349-0066 Federal Identification Number: To Be Determined

10. Individuals/Organizations that Comprise the Ownership Entity (if known at time of application):

Name	Address	Phone	Entity Type	Federal ID #	% Ownership
Metropolitan Affordable Housing DBA Cornerstone Community Housing	P.O. Box 11923 Eugene, OR 97440	541-683-1751	Sole Member	93-107-8543	100%

11. Is the relationship between the ownership entity and organization expected to change over time? Yes ☒ No ☐

- a. How will the relationship change?

When Low Income Housing Tax Credits (LIHTC) are awarded by Oregon Housing and Community Services, Cornerstone become the General Partner with 0.001% ownership and the Investor/Limited Partner will obtain 99.99% ownership for the 15 year tax credit compliance period.

Property Management

12. Briefly summarize the management plan for this project. Be sure to address facility maintenance, on-site management, and services provided:

Cambridge Real Estate Service will add Delta Court II to the existing portfolio they manage for Cornerstone which currently includes Delta Court I.

The new community building will provide office space for an on-site, 30 hour/week property manager through Cambridge Real Estate Services, as well as additional space for the supportive services personnel of Cornerstone and their partner case management agencies.

The community building will house a maintenance room accessed from the exterior of the building. The space will provide a small office and workspace for maintenance personnel, as well as supply storage. Maintenance duties will be shared with personnel from our Villages property less than a mile away. Residents can submit a maintenance request form to the office or on-line and staff will respond within 24 hours. An after-hours emergency number is always posted outside the office and given to residents at move in.

Property management and Cornerstone resident services teams work together to make the community a success. Residents often look at management and resident services as a combined group, and each contributes to the success of the other's role. Together they collaborate to:

- Incorporate services into the operation and management of the complex
- Involve residents in the decision-making process to plan, design and evaluate the service programs
- Link residents to existing community resources
- Respect the diverse cultures, backgrounds, experiences and strengths of all residents
- Invite and encourage voluntary participation by residents in service programs and activities

13. Explain your marketing strategy and the tenant selection process, including the establishment and management of any waiting lists.

For the twenty units available to the general public, at least 90 days prior to lease-up, Cornerstone will publish notices of unit availability in the Register Guard, on Cornerstone's website, and throughout the properties within our portfolio. Applicants from the top of our portfolio wait list will be notified of this new

housing opportunity. We will also announce unit availability to community partner agencies such as Goodwill, Centro Latino Americano, ShelterCare, and Womenspace. Applicants will be processed for eligibility on a first-come-first-serve basis.

For the eight HUD-VASH set-aside units, Veterans' Services determines the clinical eligibility for the program. HACSA, the administrator of the VASH rental vouchers, will determine if the veteran participant meets HUD's regulations, such as receiving an honorable discharge, is eligible based on income limits and whether any member of the household is required to maintain Lifetime Sexual Offender Register status which would make them ineligible. Once VA and HUD eligibility standards have been verified, the veteran will work with property management to complete the required HOME and and/or LIHTC landlord lease requirements.

14. Describe your organization's experience with income verification including information collected, required documentation, and third party verifications.

Cornerstone contracts with Cambridge Real Estate Services to manage our housing portfolio. They have an in-house affordable housing compliance and resident qualification department staffed with more than twenty-four trained industry professionals with technical expertise in affordable housing income eligibility. They process all applications as per the eligibility requirements of each specific property's HOME and LIHTC regulatory agreements. The compliance team reviews more than 5,000 households annually to determine income eligibility.

15. If you contract with a property management agency, discuss the management agency's ability to efficiently maintain additional properties and assets.

Cambridge Real Estate Services provides management for approximately 90 individual apartment communities with a staff of over 200 management and maintenance personnel. These industry professionals provide a built-in capacity to accommodate portfolio growth.

16. Will management be provided on site?

Yes ☒ No ☐

a. If yes, form of management:

☒ Resident Manager(s) - Number of units: 1

☐ Management office (Business Hours Only)

☐ Management office (24 hr)

☒ Other, Describe: Office space Cornerstone resident services and partner case management staff

b. If no, describe your service area and how this project fits within your organization's capacity.

17. List the names of key property management staff, their titles and their years of experience in affordable housing.

Name	Title <i>(e.g., project manager, intake staff)</i>	Years Experience in Affordable Housing
Jeff Passadore	President of Cambridge Real Estate Services	29
Janeen Kallus	Portfolio Supervisor	11
Breana Thomas	Affordable Housing Compliance Technician	11
Colin Macdonald	Portfolio Supervisor	9
Kristin Strong	Affordable Housing Compliance Manager	9
Lisa Holtz	Chief Financial Officer	7
Bill Steven	Portfolio Supervisor	4

Attachments

<input checked="" type="checkbox"/>	Development consultant agreement
<input checked="" type="checkbox"/>	Most recent audited financial statement and current year operating budget

Please complete the following Excel form in Attachment D and place in this section:

► Form 9, Identity of Interest Matrix

Section 9

Form 9

Identity of Interest Matrix

Form 9

If any individual or entity for the Project is Controlled By, In Control Of, Affiliated With, a Related Party to, or has an Identity of Interest with any of the other individuals or entities for the Project, mark each applicable box with an "X." If there is an "X" marked for any of the individuals or entities for the Project, include a detailed description of the relationships between the parties.

	Ownership Entity	Project Sponsor/Developer	General Partner(s)	Party(ies) to a Joint Venture	Managing Member(s) of LLC	Company Member(s) and/or Managers of LI	Seller/Lessor of Land or Building(s)	General Contractor(s)	Project Management	Engineer(s)	Architect(s)	Subcontractor(s)	Material Supplier(s)	Attorney(s)	Accountant(s)	Lender(s)	Property Manager	Syndicator(s)	Board Member(s)	Other: _____
Project Sponsor/Developer	X																			
General Partner(s)		X																		
Party(ies) to a Joint Venture																				
Managing Member(s) of LLC		X																		
Company Member(s) and/or Manager(s) of LLC																				
Seller/Lessor of Land or Building(s) included in Project																				
General Contractor(s)																				
Project Management Consultant(s)																				
Engineer(s)																				
Architect(s)																				
Subcontractor(s)																				
Material Supplier(s)																				
Attorney(s)																				
Accountant(s)																				
Lender(s)																				
Property Manager																				
Syndicator(s)																				
Board Member(s)																				
Other: _____																				
Other: _____																				

Explanation of identified Identities of Interest:

Section 9

Attachments

Development Consultant Agreement

INDEPENDENT CONTRACTOR AGREEMENT

BETWEEN:

Cornerstone Community Housing
PO Box 11923 Eugene, OR 97440

AND

deChase Miksis Development, LLC
PO Box 11942
Eugene, OR 97440

This Independent Contractor Agreement is entered into between Cornerstone Community Housing ("Owner"), and deChase Miksis Development ("Developer").

1. **Engagement:** Developer hereby agrees to provide services to Owner as described in the scope of services attached as Exhibit A, and Owner hereby agrees to engage Developer to perform such services, all pursuant to the terms and conditions of this Agreement.
2. **Term.** The term of this Agreement shall begin on February 4th, 2016 and shall continue until terminated, as provided herein or upon completion of Developer's services. Developer will spend the required time on the Owner's projects to provide services as noted in Exhibit A.
3. **Duties.** During the period of engagement, Developer shall make itself available to fulfill its responsibilities, as noted in Exhibit A, to Owner, and shall use its best efforts in furthering the interests of Owner.
4. **Compensation.** Compensation for services to be finalized by amendment. Payment will be made by Owner to Developer within 30 days of receipt of monthly invoice.
5. **Independent Contractor Status.** Nothing contained in this Agreement is intended or shall be construed to create the relationship of employer employee or principal/agent. Developer is an independent contractor for all purposes, and shall be solely responsible for all federal, state, and local taxes due with respect to compensation received pursuant to this Agreement. As such, Owner shall not pay for, carry or obtain workers' compensation insurance, unemployment compensation insurance, or any other insurance on behalf of Developer. Developer shall be responsible for providing any such coverage(s), and shall not make any claim against Owner for any such coverage, and further shall indemnify and hold Owner harmless from any claims arising out of the absence of any such coverage. This indemnity obligation shall survive any termination of this Agreement. The time to be expended by the Developer in the performance of its duties is solely within its discretion, and the means and manner in which it carries out this Agreement are also in its sole discretion.
6. **Representations of Developer.** Developer represents and warrants to Owner that it is customarily engaged in an independently-established business, is responsible for obtaining any licenses or certificates necessary to provide the services under this Agreement, and further represents that the following are true:

It maintains a business location that is separate from any business or work locations of Owner;

It has made a significant investment in its business, such as paying for its own State of Oregon registration, paying for its own local registration as required, paying for its own primary working equipment such as but not limited to a computer, wi-fi card, standard business / office software, e-mail service, a cellular telephone and service, and small office supplies (ie: writing instruments, organizers, stapler, paper clips, and similar), and paying for its own expenses incurred in the performance of its duties (not including a workspace at a project jobsite, document storage or filing);

It has the authority to hire and fire other individuals to provide services or to assist it in providing services, but shall not be expected nor obligated to do so under the terms of this Agreement.

7. **Services Not Included.** Developer is not providing the services of an architect, an engineer, a general developer, a craftsman, a trade laborer, a fabricator or manufacturer, or an entity providing or paying for services or product that would suggest or require design services, code compliance, permits, licenses, a warranty, or correction of defective work. Owner acknowledges that Developer shall not be liable to Owner for any acts or omissions of Owner, the architects, the general contractors, or any associated professionals, consultants, trades, manufacturers, or other project representatives. Developer will not be responsible for decisions made by Owner or its associates with regard to projects being managed by Developer.

8. **Authority.** Developer shall not enter into any contracts or obligations or incur any expense on behalf of Owner without Owner's written authority to do so, and Developer shall not institute any legal proceedings of any kind in connection with Owner's business or on Owner's behalf without approval of Owner.

9. **Business Practices.** Developer represents and warrants to Owner that it will follow all accepted business practices relevant to the services to be performed pursuant to this Agreement, and that its business will be conducted with integrity and honesty so as not to adversely affect the good name of Owner or its business.

10. **Ownership of Information.** All files, papers, data, and documents pertaining to the business of Owner, including land ownerships, development partners, suppliers, and customers, are and shall remain the property of Owner. All such files, papers, data and documents (including any copies, reproductions or summaries of such materials) which may be in the possession of Developer shall be turned over to Owner following any termination of this Agreement. Developer will have access to all files, papers, data, and documents pertaining to the business of Owner in association to projects Developer has managed with written permission by Owner.

11. **Confidentiality and Nondisclosure.** Developer recognizes and acknowledges that Owner's business and business records are valuable and unique assets of its business, and are confidential in nature, all of which is proprietary and confidential in nature. Therefore, except in the furtherance of Owner's business, Developer shall not, during or after the end of his engagement with Owner, use or disclose any such information or records, that is not generally known to the public or known in the development or construction or design industry, to any other person or business entity, except as required for the performance of Developer's duties. This prohibition against use or disclosure shall apply regardless of whether such information is used or disclosed through an original or copy of any document or record, through computer-generated data or any type of electronic storage and retrieval system, or from Developer's memory. Unless required by law, neither Owner nor Developer shall disclose non-public information about the terms and provisions of this Agreement or any other information related hereto, to any person or entity (except to employees, affiliates, accountants, attorneys, or agents having the need to know).

12. **Indemnity.** To the fullest extent permitted by law, Developer agrees to indemnify, defend and hold Owner harmless from any and all claims arising from Developer's breach of this agreement, or to the extent arising from Developer's negligence or intentional misconduct. To the fullest extent permitted by law, Owner agrees to indemnify, defend, and hold Developer harmless from any and all claims arising out of the performance of Developer's work, and/or the work and actions of others associated on the project under the direction of Owner or others. The parties acknowledge that the services Developer is providing to the project are those of project manager and development service provider for Owner but those services are not intended or implied to make any representations that Developer has any contractual obligations to any other person or entity associated with the project.

13. **Injunctive Relief.** In the event of breach or threatened breach by Developer of any of the provisions of this Agreement, in addition to any other form of relief that may be granted, Owner shall be entitled to an injunction from a court of appropriate jurisdiction restraining Developer from committing or continuing such breaches.

14. **Termination of Engagement.** Both Owner and Developer reserve the right to terminate this engagement, with or without cause, by providing the other party with written notice 30-days in advance of the intended termination.

15. **Assignment and Binding Effect.** Developer acknowledges that the services to be rendered by it for Owner are unique and personal. Accordingly, Developer may not assign any of its rights nor delegate any of its duties or obligations under this Agreement, without the prior written permission of Owner. The rights and obligations of the parties under this Agreement shall inure to the benefit of and shall be binding upon their respective legal representatives, successors, and assigns.

16. **Entire Agreement.** This document contains the entire agreement of the parties. No amendment or variation of the terms and conditions of this Agreement shall be valid unless in writing and signed by both parties.

17. **Scope of Agreement.** Should a court find any part of this Agreement to be invalid or unreasonable in its scope or operation, the remainder of this Agreement, including any portion of the challenged provision found to be reasonable, shall remain fully enforceable.

18. **Governing Law.** This Agreement shall be construed in accordance with, and governed for all purposes by, the laws of the State of Oregon.


[OWNER]

2-4-2016
DATE

Mark Miksis

Digitally signed by Mark Miksis
DN: cn=Mark Miksis, o=deChase Miksis,
ou, email=mark@dechase.com, c=US
Date: 2016.02.04 15:34:58 -08'00'

[DEVELOPER]

DATE

EXHIBIT A:

Project:

The project consists of the development of 28 new units of housing along with a community room and associated site improvements commonly referred to as Delta Court Phase II. The project is an affordable housing project that is seeking multiple funding sources. Two of the primary funding sources anticipated are HOME funds through an RFP with the City of Eugene and a Tax Credit application through Oregon Housing and Community Services. Prior to starting construction of the project these funding sources need to be secured. It is anticipated that primary funding sources will be secured by November of 2016 with construction starting in March of 2017 and project completion in April of 2018. The preliminary overall project budget is \$4,300,706. The preliminary budget and schedule are attached.

Scope of Work:

In the performance of its obligations under this Agreement, Developer shall assist the Owner in engaging, retaining, supervising, and coordinating all persons reasonably required to design and construct the Project, including without limitation, attorneys, accountants, architects, engineers, surveyors, contractors, construction managers, sub-developers, subcontractors, and materialmen. Developer shall be designated as Owner's authorized representative in the Construction Agreement.

Developer shall assist in procuring on behalf of Owner, all permits, approvals, and other governmental authorizations required by law for the construction of the Project.

Developer will coordinate and assist in the financing for the construction of the Project to be obtained on behalf of the Owner.

Developer shall develop and maintain an updated Project Budget showing line by line status of the Project Budget and shall submit a reconciliation of the Project Budget in the Monthly Progress Report. Developer will coordinate draws and compliance with the financing for the construction of the Project obtained by Owner. Developer will deliver a final accounting of the Project Budget including all invoices for the project 30 days after final completion.

Developer shall use commercially reasonable efforts to cause the completion of the construction of the Project to progress in a reasonable manner and to keep the Project and each intermediate task on schedule in accordance with the construction schedule.

Developer shall use commercially reasonable efforts to cause the Developer to construct the Project in conformance with the Permit Drawings in a good, workmanlike manner; and in compliance with all applicable laws and other governmental requirements.

Developer shall monitor the performance of Contractor and shall use commercially reasonable efforts to cause Contractor to perform its responsibilities in a timely manner, in accordance with the Construction Agreement.

Developer shall assist in coordinating and overseeing fixtures, furniture, and equipment procurement as needed for the Project.

Developer shall submit to Owner all bills, invoices, account statements or any other form of billing from any agency, utility, materialmen, developer or subcontractor at least ten (10) days prior to any scheduled or required disbursement of funds to such agency, utility, materialmen, contractor or subcontractor together with such documentation as may be reasonably required to show that the agency, utility, materialmen, contractor or subcontractor has completed its contractual obligations, or the agreed portion thereof, and is fully entitled to payment of the requested funds, or with an explanation of why Owner should deny paying the agency, utility, materialmen, contractor or subcontractor in part or in full if they are not so entitled.

Developer shall obtain lien releases from the Contractor and all other contractors and subcontractors whose contracts are for more than \$10,000 and upon payment and shall use commercially reasonable efforts to cause all work to be completed lien free.

Developer shall be responsible for coordinating and negotiating with each of the various utility companies to obtain the installation of power, gas, telephone, and cable on terms and conditions most favorable to Owner, and to coordinate the scheduling and installation of such utilities.

Developer shall not be required to render any professional services (including without limitation, architectural or engineering services), nor any construction services (including without limitation, general contracting or construction management services).

Developer shall dedicate such time and effort as are required for the timely and professional performance of Developer's duties under this agreement. Developer may retain independent contractors to carry out its obligations hereunder, as long as Developer is solely responsible for such contractors' performance and compliance with the provisions of this Agreement.

USES OF FUNDS

Project Name:	Delta Court II	Date:	2/1/2016	Pro Forma Type:	(A) Original Application
Acq/Rehab	--	Total / Summary Costs Based on:			
Number of Units:	28	(A) Original Application			
IRS Set-aside	40 / 60	As Selected on Summary Page			
Residential Unit Square Footage:	16,520	Residential Summary:			
Residential Common Areas:	1,175	Total	Acquisition	Construction	Development
Commercial/other		Total Costs	\$4,300,706	\$0	\$3,174,523
Total Residential Square Footage:	17,695	Cost / Unit	\$153,597	\$0	\$113,376
Total Square Footage:	17,695	Cost / Res Sq Ft	\$243	\$0	\$179
		% of Total Costs	-	0.0%	73.8%
					26.2%

COSTS:	Total Costs (comm & res; based on pro forma type selection on summary page)	COMMERCIAL (where applicable)	RESIDENTIAL								These two columns are for	
											LIHTC APPLICANTS ONLY	
		Commercial	(A) Original Application	Cost per Unit	(B) Carryover Application	% Diff (B/A)	Cost per Unit	(C) Final Application	% Diff (C/B)	Cost per Unit	Funding Source	Total Estimated Eligible Basis

Acquisition Costs

Purchase Price:													
Land	\$0			-		-			-			n/a	
Improvements	\$0			-		-			-				
Liens and Other Taxes	\$0			-		-			-				
Closing/Recording	\$0			-		-			-				
Extension Fees	\$0			-		-			-				
Other (list below):													
	\$0			-		-			-				
	\$0			-		-			-				
	\$0			-		-			-				
Acquisition Costs Subtotal:	\$0	\$0	\$0	-	\$0	-	-	\$0	-	-	--	\$0	\$0

Construction Costs

Off-site Work	\$0			-		-			-				
On-site Work	\$0			-		-			-				
Hazardous Materials Abatement	\$0			-		-			-				
Demolition	\$9,092	\$9,092	\$325	-100.0%		-			-			\$9,092	
Residential Building	\$2,515,660	\$2,515,660	\$89,845	-100.0%		-			-			\$2,515,660	
Commercial Space/Building	\$0		-		-				-			n/a	
Common Use Facilities	\$0		-		-				-			\$0	
FF&E (Common Area Furnishings)	\$12,000	\$12,000	\$429	-100.0%		-			-			\$12,000	
Internet Wiring & Equipment	\$0		-		-				-			\$0	
Landscaping	\$83,600	\$83,600	\$2,986	-100.0%		-			-			\$83,600	
Elevator	\$0		-		-				-			\$0	
Laundry Facilities	\$0		-		-				-			\$0	
Storage/Garages	\$0		-		-				-			\$0	
Builder's Risk Insurance	\$12,523	\$12,523	\$447	-100.0%		-			-			\$12,523	
Performance Bond	\$31,700	\$31,700	\$1,132	-100.0%		-			-			\$31,700	
3rd Party Const. Management	\$0		-		-				-			\$0	
Contingency	\$111,358	\$111,358	\$3,977	-100.0%		-			-			\$111,358	
General Conditions	\$175,586	\$175,586	\$6,271	-100.0%		-			-			\$175,586	
Contractor Overhead	\$55,679	\$55,679	\$1,989	-100.0%		-			-			\$55,679	
Contractor Profit	\$141,981	\$141,981	\$5,071	-100.0%		-			-			\$141,981	
Other (list below):													
Insurance - CGLI	\$25,344	\$25,344	\$905	-100.0%		-			-			\$25,344	
	\$0		-		-				-				
	\$0		-		-				-				
Construction Costs Subtotal:	\$3,174,523	\$0	\$3,174,523	\$113,376	\$0	-100.0%	-	\$0	-	-	--	\$3,174,523	\$0

Development Costs

Land Use Approvals	\$6,500	\$6,500	\$232	-100.0%		-			-			\$6,500	
--------------------	---------	---------	-------	---------	--	---	--	--	---	--	--	---------	--

USES OF FUNDS

Project Name:	Delta Court II				Date:	2/1/2016	Pro Forma Type:	(A) Original Application
Building Permits/Fees	\$82,500	\$82,500	\$2,946	-100.0%	-	-	-	\$82,500
System Development Charges	\$130,000	\$130,000	\$4,643	-100.0%	-	-	-	\$130,000
Market Study	\$6,500	\$6,500	\$232	-100.0%	-	-	-	\$6,500
Environmental Report	\$0	-	-	-	-	-	-	\$0
Lead Based Paint Report	\$0	-	-	-	-	-	-	\$0
Asbestos Report	\$0	-	-	-	-	-	-	\$0
Soils Report (Geotechnical)	\$4,800	\$4,800	\$171	-100.0%	-	-	-	\$4,800
Survey	\$5,400	\$5,400	\$193	-100.0%	-	-	-	\$5,400
Capital Needs Assessment	\$0	-	-	-	-	-	-	\$0
Marketing/Advertising	\$0	-	-	-	-	-	-	n/a
Insurance	\$10,500	\$10,500	\$375	-100.0%	-	-	-	\$10,500
OHCS Fees	\$0	-	-	-	-	-	-	\$0
OHCS Const. Inspection	\$0	-	-	-	-	-	-	\$0
OHCS Constr. Analyst	\$0	-	-	-	-	-	-	\$0
Other (list below):								
	\$0	-	-	-	-	-	-	
	\$0	-	-	-	-	-	-	
	\$0	-	-	-	-	-	-	

General Fees								
Architectural	\$84,000	\$84,000	\$3,000	-100.0%	-	-	-	\$84,000
SPD Architectural Review Fee	\$0	-	-	-	-	-	-	\$0
Engineering	\$40,500	\$40,500	\$1,446	-100.0%	-	-	-	\$40,500
Legal/Accounting	\$14,000	\$14,000	\$500	-100.0%	-	-	-	\$14,000
Cost Certification	\$4,000	\$4,000	\$143	-100.0%	-	-	-	\$4,000
Appraisals	\$8,500	\$8,500	\$304	-100.0%	-	-	-	\$8,500
Special Inspections/Testing	\$6,500	\$6,500	\$232	-100.0%	-	-	-	\$6,500
Developer Fee	\$300,000	\$300,000	\$10,714	-100.0%	-	-	-	\$300,000
Consultant Fee	\$85,000	\$85,000	\$3,036	-100.0%	-	-	-	\$85,000
Rate Lock Fee	\$0	-	-	-	-	-	-	
Other (list below):								
	\$0	-	-	-	-	-	-	
	\$0	-	-	-	-	-	-	
	\$0	-	-	-	-	-	-	

Construction Loan Costs/Fees								
Lender Inspection Fees	\$4,000	\$4,000	\$143	-100.0%	-	-	-	\$4,000
Lender Title Insurance	\$9,000	\$9,000	\$321	-100.0%	-	-	-	\$9,000
Lender Legal Fees	\$12,500	\$12,500	\$446	-100.0%	-	-	-	\$12,500
Loan Fees	\$32,000	\$32,000	\$1,143	-100.0%	-	-	-	\$32,000
Loan Closing Fees	\$0	-	-	-	-	-	-	\$0
Property Taxes (Constr Period)	\$0	-	-	-	-	-	-	\$0
Insurance	\$0	-	-	-	-	-	-	\$0

Bridge Loan Fees								
Bridge Loan Legal	\$0	-	-	-	-	-	-	
Bridge Loan Trustee	\$0	-	-	-	-	-	-	
Bridge Loan Underwriting	\$0	-	-	-	-	-	-	

Permanent Loan Fees								
Perm. Loan Fee	\$2,750	\$2,750	\$98	-100.0%	-	-	-	n/a
Perm. Loan Closing Fees	\$1,250	\$1,250	\$45	-100.0%	-	-	-	n/a

Tax Credit Fees								
Tax Credit Fee	\$19,600	\$19,600	\$700	-100.0%	-	-	-	\$19,600
Tax Credit Syndication Fee	\$0	-	-	-	-	-	-	n/a
Tax Credit Cost Certification	\$0	-	-	-	-	-	-	\$0
Tax Credit Legal/Advisor Fee	\$0	-	-	-	-	-	-	n/a

USES OF FUNDS

Project Name: Delta Court II Date: 2/1/2016 Pro Forma Type: (A) Original Application

Bond Issuance Fees

Cost of Bond Issuance	\$0			-		-	-		-	-		n/a
Negative Arbitrage (1.50%)	\$0			-		-	-		-	-		n/a
Bond Cost Certification	\$0			-		-	-		-	-		n/a
Other (list below):												
	\$0			-		-	-		-	-		n/a

Interest

Construction Period	\$105,597		\$105,597	\$3,771		-100.0%	-		-	-		\$105,597
Construction Bridge Loan	\$0			-		-	-		-	-		n/a
Other (list below):												
	\$0			-		-	-		-	-		
	\$0			-		-	-		-	-		

Development Contingency

Development Contingency	\$48,000		\$48,000	\$1,714		-100.0%	-		-	-		\$48,000
Contingency Escrow Account (3%)	\$0			-		-	-		-	-		n/a

Lease Up / Tenant Relocation

Lease Up	\$25,000		\$25,000	\$893		-100.0%	-		-	-		n/a
Tenant Relocation	\$0			-		-	-		-	-		

Reserves/Cash Accounts

Operating Reserve	\$67,986		\$67,986	\$2,428		-100.0%	-		-	-		n/a
Deposit to Replacement Reserves	\$9,800		\$9,800	\$350		-100.0%	-		-	-		n/a
Other (list below):												
	\$0			-		-	-		-	-		
	\$0			-		-	-		-	-		
	\$0			-		-	-		-	-		
	\$0			-		-	-		-	-		

Development Costs Subtotal:	\$1,126,183	\$0	\$1,126,183	\$40,221	\$0	-100.0%	-	\$0	-	-	--	\$1,019,397	\$0
TOTAL PROJECT COST	\$4,300,706	\$0	\$4,300,706	\$153,597	\$0	-100.0%	-	\$0	-	-	--	\$4,193,920	\$0

Surplus or Gap (original)	(\$0)
Surplus or Gap (carry over)	
Surplus or Gap (final)	

Total of the amount to be expended by Carryover Date \$0
(divided by) Total Residential Project Costs \$4,300,706
(equals) the Percent of estimated cost expended by Carryover Date 0%

	(A) Original Application	(B) Carryover Application	(C) Final Application	
Developer Fee Percent	10.0%	-	-	OHCS policy; Total developer fee must be no more than 15% of total Project costs net of developer fee, reserves and cash accounts.
Project Development Percentage	26.2%	-	-	OHCS policy; Development costs can be no more than 30% of total project costs.
Development Contingency	4.5%	-	-	Preference is to be no more than a maximum of 5%
Construction Contingency	3.6%	-	-	OHCS policy; Construction contingency can be no more than 5% for NC, 10% for Rehab.
Contractor Profit, Overhead & GC	13.3%			OHCS policy maximum, Contractor Profit (8%), Overhead (2%) and General Conditions (6%). Combined can be no more than 14% of construction c
Construction less Contractor P&O&GC	\$2,801,277	\$0	\$0	
	\$3,837,920.0	\$0.0	\$0.0	Project costs net of developer fee, reserves and cash accounts

Organization Name:	Cornerstone Community Housing
Project Name:	Delta Court II

Instructions:

- Provide "Date Completed" and "Status" information for the following project tasks at a minimum.
- If a task does not apply to your project, enter N/A. To add additional tasks, insert additional lines as needed.
- Submit this form in chronological order. Use the sort function to reorder the form by the "Date Completed" column.
- For each new task you enter in this column, also enter the appropriate category in the first column.

Category	Tasks	Date Completed or Expected Completion	Status
Construction	Selection of general contractor	11/1/2015	<i>Essex Construction</i>
Design/Permitting	Preliminary drawings completed	12/24/2015	<i>Revised if needed by June for LIHTC application</i>
Site Control	Option Agreement/Conditional contract	12/30/2015	
Financing	Construction cost estimate	1/28/2016	<i>Revised by February 2017</i>
Financing	Application for funding (specify source):	2/5/2016	<i>HOME funds application</i>
Financing	Application for funding (specify source):	2/5/2016	<i>SDC Waiver application</i>
Financing	Award date for funding source (specify):	4/1/2016	<i>HOME Funds award</i>
Financing	Award date for funding source (specify):	4/1/2016	<i>SDC Waiver</i>
Financing	Application for funding (specify source):	7/1/2016	<i>LIHTC application</i>
Financing	Award date for funding source (specify):	11/15/2016	<i>LIHTC award</i>
Feasibility/Due Diligence	Market study	12/1/2016	
Design/Permitting	Building permit application submitted	1/1/2017	
Financing	Lender selection	2/1/2017	
Financing	Appraisal	3/1/2017	
Financing	Financial underwriting	3/1/2017	
Design/Permitting	Building permits issued	3/1/2017	
Design/Permitting	Final Plans and Specs Completed	3/1/2017	
Construction	Solicit bids (Subcontractors)	3/1/2017	
Occupancy	Selection of management entity	6/1/2017	
Occupancy	Selection of service providers	6/1/2017	
Construction	Issued certificate of occupancy	1/1/2018	
Occupancy	Begin lease-up	1/1/2018	
Construction	Begin construction	4/1/2018	
Occupancy	Placed in service - 1st Building	4/1/2018	
Occupancy	Placed in service - Last Building	4/1/2018	
Feasibility/Due Diligence	Site survey	Complete	
Feasibility/Due Diligence	Phase 1 Environmental Assessment	Complete	
Feasibility/Due Diligence	Phase 2 Environmental Assessment	Complete	
Design/Permitting	Zoning approval	In Place	
Site Control	Maximum Extensions	N/A	
Site Control	Closing	N/A	
Feasibility/Due Diligence	Capital needs assessment	N/A	
Feasibility/Due Diligence	Relocation of existing tenants	N/A	
Relocation	Planning and budget	N/A	
Relocation	Initiation of negotiations	N/A	
Relocation	GIN's delivered to tenants	N/A	
Relocation	Advisory services to tenants	N/A	
Relocation	Notice of Eligibility to tenants	N/A	
Relocation	Notice of Non-displacement to tenants	N/A	
Relocation	90 day notice to tenants	N/A	
Relocation	Tenant move out	N/A	
Financing	Funding for services	N/A	
Design/Permitting	Site plan approval	N/A	
Feasibility/Due Diligence	Neighborhood notification	On-Going	

Section 9

Attachments

Most Recent Audited Financial Statement
and Current Operating Budget

SECTION 10 SERVICES

Intake and Transition

1. If in Section 3, you indicated that your organization is working with a referral agency, describe their focus and service areas:

The Veterans' Services of Lane County will determine the clinical eligibility of their clients for the HUD VASH program. Veterans who are appropriate for this program must be Veterans Affairs health care eligible and meet the definition of homelessness as defined in the Homeless Emergency Assistance and Rapid Transition to Housing Act of 2009 (HEARTH). The appropriate veteran must need case management services in order to obtain and sustain independent community housing. The most vulnerable are excellent candidates for this program and would include individuals that have serious mental illness, substance use disorder history, or physical disability.

Every Veteran enrolled in the HUD-VASH program is assigned a case manager. Together, they develop a Housing Stabilization Plan, a recovery-focused plan that identifies housing needs and sets treatment goals requiring active participation from the Veteran. In order to be successful, the Housing Stabilization Plan must reflect each Veteran's individual needs. The Veteran and case manager will review and revise the Plan on a regular basis to meet the changing clinical and psychosocial needs of the client. It is critical that the Veteran participate in the process and endorse each iteration of the Housing stabilization Plan.

Veterans are offered services they need for recovery from homelessness. This includes referrals to VA primary care as well as services, including mental health or substance abuse treatment services, income assistance, employment supports, disability benefits, and credit repair and skill for money management. The HUD-VASH Case Managers will help the Veteran navigate the Public Housing Authority (HACSA) procedures to acquire rental assistance vouchers. The Case Manager will then work with the Veteran and property management to agree to a tenancy contract and plan the move.

After obtaining permanent housing the case manager's focus is on the transition to the new unit and neighborhood. While getting a new home is generally thought to be a positive experience, it is almost always stressful. The case manager needs to be especially active in monitoring the Veteran's adjustment. At a minimum, this usually means weekly contact and visits to the home at least twice during the first month of tenancy. During this phase, the case manager helps the Veteran set up home and learn about the neighborhood, also ensuring that basic needs are being met, such as banking arrangements, transportation, grocery shopping, etc. The case manager is also monitoring any problems that could jeopardize tenancy, such as behavior issues (noise, conflicts with neighbors, and lots of visitors) and unkempt units.

Case management service delivery and intensity is determined by what the client needs in order to comply with a standard lease agreement. The time is variable and depends on the Veteran's functional and economic abilities. Services are available to the Veteran as long as the Veteran needs the program to last to sustain long-term housing.

While under a lease, the HUD-VASH participant commits to:

- Working with VA staff and case manager on a regular, frequent basis
- Minimum monthly visits with case manager
- Unannounced home visits and random drug and alcohol screening if appropriate
- Maintain safe, respectful communications and interactions with others
- Agree to use the housing as a personal residence, and not to house unrelated persons or to conduct illegal activities
- Refrain from damaging the property and perform normal maintenance as expected.

Veterans who no longer need case management to function, yet feel the need to continue with the voucher portion of the program, may work with their case manager to discontinue case management. If the case manager agrees, then the Veteran can stop the case management portion of the program but continue with the voucher without penalty. As neighborhood and local services are essential to ensuring integration and housing stability, identification of community resources and initial referrals and connections will be made. Cornerstone will help with this process.

Cornerstone recently added Community Healthcare Workers (CHW) to our resident services team. These new team members will play a direct role in collaboration with the VA case manager, as one of their key functions of a CHW is to “Bridge the gap between communities and the health and social services systems.”

All residents of Delta Court will benefit from our Community Healthcare Workers as they will help residents navigate the health and human services system, advocate for individual and community needs, provide direct services that promote wellness through education and preventive care and build individual and community capacity. See attached Table A for potential roles of Community Healthcare Workers.

In addition to our CHW staff, Cornerstone offers our resident services Healthy Homes programs on-site and at various venues in Eugene and Springfield. Healthy Homes is an innovative program that works collaboratively with residents with the goal of reducing health care costs and improving health outcomes. The core focus areas of this program includes Health and Wellness, Adult Education, and Youth and Community. Annual calendars are available that outline a broad range of service offered throughout our affordable housing sites across Eugene/Springfield. Transportation and childcare are available on a first-come-first-serve basis to help reduce barriers to participation.

A summary of programs are provided below:

Health and Wellness programs represent the largest focus area and have the highest resident participation. *Extra Helping* provides on-site free food programs twice per month. Community gardens encourage tenants to learn how to grow their own food and cooking classes teach residents how to use vegetables in healthy, nutritious recipes. *Let's Get Motivated* exercise classes for adults and *Yoga Calm* classes for youth incorporate wellness in our programming. We are working with collaborative partners to design programs to help reduce obesity and diabetes.

Adult Education classes offer opportunities to advance education, achieve homeownership, repair credit, and achieve personal financial goals. *Money Matters, Dreams and Donuts*, and referral services help connect residents to career counseling, job skills training, home ownership education, access to asset building programs, individual development accounts, and continuing education.

Youth programs include *Active Kids and Active Teens, Rising Star, Teen Chefs, SNACK, Make a Book/Take a Book, ArtCycle*, and *Homework Clubs*. We provide safe after school activities designed to encourage positive behavior, academic success at school, recycling, nutritional education and more. Each program is designed to help provide the 40 developmental assets and the building blocks necessary to raise healthy young adults and strong future citizens.

Community connections create opportunities for a better quality of life for residents through recreational events designed to increase the sense of community and social connections. These types of connections include a volunteer program, community gardens, and recreation events such as bingo nights, movie nights and photo fun night. These types of activities help residents make connections in their community and develop support systems within their neighborhoods.

Cornerstone has letters of support and collaborative commitments from a large list of social service partners on file and available upon request that outline both their support of our Healthy Homes program model and the importance of affordable housing to the clients they serve.

Goodwill	Parenting Now
Lane Workforce Partnership	Pearl Buck
Land Community College Continuing Education	ShelterCare
NEDCO	Food for Lane County
Oregon Community Credit Union	Womenspace
OSU Extension	Lane Transit District
Full ACCESS Brokerage	United Way

2. If in Section 3, you indicated that your organization is **NOT** working with a referral agency, describe how individuals and families will find out about your program:

a. If your organization intends to serve homeless individuals and families, indicate your expected client source (check all that apply):

☐ Streets

☐ Shelters

☐ Hospitals

☐ Jails

☐ Other (please explain)

3. Specify any imposed time limit on tenancy (i.e. up to 24 months for transitional housing). Months

4. Explain how time-limited households will transition into permanent housing.

Case Management and Other Services

5. Describe your case management or services model and how it leads to housing stability and self-sufficiency for the client.

Since Cornerstone does not provide case management services, we feel fortunate to offer permanent housing solutions to our partner agencies that excel in the area of case management. Veterans' Services case management includes an assessment and development action plan to lift the barriers that put their clients at risk of failure in society and housing. The individual or family becomes self-sufficient through supportive on-going case management, connections to mainstream resources, home visits, and assistance in connecting to all appropriate community resources.

The Commission for Case Manager Certification identifies case management services as essential to the success of the Housing First model program. They define case management as a "collaborative process that assesses plans, implements, coordinates, monitors and evaluates the options and services required to meet the client's health and human service's needs. It is characterized by advocacy, communication, and resource management, and promotes quality and cost effective interventions and outcomes".

6. What are the proposed staffing levels (case manager to household ratio)?

case managers to households

7. If services will be provided by another agency, provide the name of the organization that will provide the services, the roles and responsibilities of the agency, and who will be the lead.

Service Provider	Role/ Responsibility	Lead at Service Provider
------------------	----------------------	--------------------------

Veterans' Services of Lane County	Clinical Eligibility & Case Management	Cynthia Leming
HACSA	HUD-VASH Rental Vouchers	Beth Perry-Ochs

8. Describe how coordination of services will be handled.

Cornerstone and property management will work directly with lead staff identified above.

- Upon property management's notice of a unit availability, Veterans' Services will identify the client most suited for permanent housing at the Delta Court location.
- That client's case manager will work with HACSA to determine eligibility for the HUD-VASH rental vouchers.
- The case manager will assist the client in working with property management to ensure all regulatory compliance procedures are met and a lease is signed.
- The case manager will assist the client move-in and ensure basic needs are met, such as banking arrangements, transportation, and grocery shopping.
- Cornerstone staff will work with the case manager to link the new resident to peer and/or community support programs to help promote housing stability.
- Cornerstone will encourage participation in our Healthy Homes programs.

Project Fit with Agency Mission

9. Briefly describe how this project fits the organization's mission and that of any project partner's mission.

Cornerstone Community Housing has a 24 year history of providing housing and services in our community. Our mission is to provide quality affordable housing for people on limited incomes and services that provide an opportunity for personal growth and economic independence.

We currently have partnerships with case management providers such as SAIL Housing for the Developmental Disabled, Willamette Family Treatment for individuals recovering from addictions, and Lane County Health & Human Services for homeless families with children. We will soon be amending our waitlist policy to include case managed units throughout our portfolio with providers such as ShelterCare and Sponsors.

Our new partnerships with HACSA and Veterans' Services naturally align with our core values of — Integrity, Commitment, Advocacy, Respect, and Excellence. Each value guides our actions and strengthens our dedication to service others. HACSA is committed to provide safe, affordable, and energy-efficient housing for low income families, elderly citizens and persons with disabilities, and the Veteran Affairs mission is to fulfill President Lincoln's promise "To care for him who shall have borne the battle, and for his widow, and his orphan" by serving and honoring the men and women who are America's veterans.

Section 10

Attachments

Letter of Support



HACSA

Housing And Community Services Agency of Lane County
177 Day Island Road, Eugene, OR 97401-2484



(541) 682-3755 | Fax (541) 682-3411 | www.hacsa.org

February 2, 2016

Ellen Meyi-Galloway

City of Eugene
Housing Finance Analyst
Planning and Development Department
Community Development Division
99 W. 10th Avenue, Eugene, OR 97401

Dear Ellen,

We are writing this letter of support on behalf of Cornerstone Community Housing for their 2016 Request for Proposal (RFP) for Delta Court II. This project will create an integrated affordable housing site for those in our community who are the most vulnerable and in need of housing and supportive services, as well as households ranging from low-to-moderate incomes.

Delta Court II will have a tenant selection plan that will prioritize homeless veterans who are HUD-VASH (Veteran Affairs Supportive Housing) voucher holders. Once the veterans are housed, Cornerstone will work in close coordination the HACSA (Housing and Community Services Agency) and the Veterans' Services of Lane County.

There are 443 identified homeless veterans in Lane County of which about 95% are in the Eugene/Springfield area. Of the 211 HUD-VASH vouchers available for this area, only 176 are in use due to the lack of landlords willing to serve this challenging population.

Affordable housing is crucial to the success of homeless veterans and their families. We are pleased to work collaboratively with Cornerstone to help meet this need in our community.

Respectfully submitted,


Jacob Fox
Executive Director
Housing and Community Services Agency


Cynthia Leming
LCSW
Veterans Affairs



Section 10

Attachment

Resident Services Examples

Potential Roles for CHWs and Core Health Home Services (*continued*)

TABLE 1: CORE HEALTH HOME SERVICES AND EXAMPLES OF ACTIVITIES⁴	CHW IN A DIRECT ROLE	CHW IN A SUPPORTIVE ROLE
COMPREHENSIVE CARE MANAGEMENT		
Complete a comprehensive health assessment and reassessment, including medical, behavioral, rehabilitative, and long-term care and social service need.		✓
Complete/revise an individualized patient-centered plan of care with the patient to identify patient's needs and goals and include family members and other social supports as appropriate.		✓
Consult with multidisciplinary team on client's care plan, needs, and goals.		✓
Consult with primary care physician and/or any specialists involved in the treatment plan.	✓	
Conduct client outreach and engagement activities to assess ongoing emerging needs and to promote continuity of care and improved health outcomes.	✓	
Prepare client crisis intervention plan.		✓
CARE COORDINATION AND HEALTH PROMOTION		
Coordinate with service providers and health plans, as appropriate, to secure necessary care; share crisis intervention and emergency information.	✓	
Link/refer client to needed services to support care plan/treatment goals, including medical, behavioral health care, patient education, self-help/recovery, and self-management.	✓	
Conduct case reviews with interdisciplinary team to monitor/evaluate client status and service needs.		✓
Advocate for services and assist with scheduling of needed services.	✓	
Coordinate with treating clinicians to ensure that services are provided and to ensure changes in treatment or medical conditions are addressed.		✓
Monitor, support, and accompany the client to scheduled medical appointments.	✓	
Crisis intervention, revise care plan/goals as required.		✓
COMPREHENSIVE TRANSITIONAL CARE		
Follow up with hospitals/ED upon notification of a client's admission and/or discharge to/from an ED, hospital/residential/rehabilitative setting.	✓	
Facilitate discharge planning from an ED, hospital, residential, and rehabilitative setting to ensure a safe transition/discharge and that care needs are in place.		✓
Notify/consult with treating clinicians, schedule follow-up appointments, and assist with medication reconciliation.		✓
Link client with community supports to ensure that needed services are provided.	✓	
Follow up post-discharge with clients and their families to ensure client care plan needs/goals are met.	✓	
PATIENT AND FAMILY SUPPORT		
Develop/review/revise the individual's plan of care with the clients and their families to ensure that the plan reflects individual's preferences, education, and support for self-management.		✓
Consult with client/family/caretaker on advanced directives and educate on client rights and health care issues, as needed.	✓	
Meet with client and family, inviting any other providers to facilitate needed interpretation services.	✓	
Refer clients and their families to peer supports, support groups, social services, and entitlement programs as needed.	✓	
REFERRAL TO COMMUNITY AND SOCIAL SUPPORT SERVICES		
Collaborate and coordinate with community-based providers to support effective utilization of services based on client/family need.	✓	

⁴ This table was accessed on August 20, 2012 from the April 2012 New York State Medicaid Update Special Edition Volume 28, Number 4: http://www.health.ny.gov/health_care/medicaid/program/update/2012/2012-04_pharmsped_edition.htm

inspiration

education

support

community

HEALTHY HOMES

FREE WELLNESS AND HEALTH COACHING

This **FREE** program lets you access Health and Wellness Workers in any of these ways:

1. Call or **check in with wellness workers** if you need some quick advice about anything that can help you be well.
For example: navigating your healthcare, getting documents together, mental health, addictions, exercise and diet, spiritual health, community health, you name it!
2. Join any **wellness classes** at any property. No appointment necessary. Drop-ins welcome. See Calendar Below.
3. **Wellness Coaching**: sign up for 12-week sessions with a Wellness Coach. They can help you make progress on anything you want to work on that will contribute to your wellbeing.

FEBRUARY: BRING A COPY OF YOUR TRILLIUM/HEALTH PLAN CARD AND GET A PRIZE!

Monday	Tuesday	Wednesday	Thursday	Friday
1	2 Color Me Calm 3:30-4:30pm Parkview Terrace Community Center 255 High Street, Eugene	3 Color Me Calm 2:00-3:00pm Green Leaf Community Center 2670 Edgewood Drive, Eugene	4 Color Me Calm 3:30- 4:30pm West Town on 8th Community Center 265 W. 8th, Eugene	5 Color Me Calm 2:00- 3:00pm Mckenzie Village Fairview Office, 300 W. Fairview Drive, Springfield
8	9 Wellness 101 3:30- 4:30pm Parkview Terrace	10 Wellness 101 2:00- 3:00pm Green Leaf	11 Wellness 101 3:30- 4:30pm West Town on 8th	12 Wellness 101 2:00- 3:00pm Mckenzie Village
15	16 Trauma Heal- ing Project 3:30- 4:30pm Parkview Terrace	17 A Taste of Wellness: Making Smoothies 2:00-3:00pm Green Leaf	18 Trauma Heal- ing Project 3:30- 4:30pm West Town on 8th	19 Trauma Healing Project 2:00- 3:00pm Mckenzie Village
22	23 Gentle Yoga 3:30-4:30pm Parkview Terrace	24 Gentle Yoga 2:00-3:00pm Green Leaf	25 Gentle Yoga 3:30- 4:30pm West Town on 8th	26 Gentle Yoga 2:00- 3:00pm Mckenzie Village

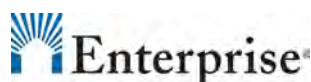
Access to FREE :

- Personal Health Coaching
- Wellness Support Networks
- Nutrition & Fitness Education
- Unlimited Access to Health & Wellness Classes
- Transportation and Fun incentives
- Access to various community health resources
- Trauma Healing Project programming (see back side)
 - Assistance with diverse wellness goals such as physical health, mental health, financial health, and social health

¡Hablamos
español!

CALL FOR INFORMATION OR SIGN UP TODAY! (458) 205-8649

Brought to you by:





CORNERSTONE
COMMUNITY HOUSING

ACCESS Programs



Cornerstone believes safe, quality, affordable housing is the foundation for the successful delivery of other services. ACCESS programs are designed not only to provide housing, but to establish a support network of on-site resident services and programs focused around job skills training, career counseling, food and nutrition programs, constructive youth activities, homeownership education, credit counseling, and positive community building events.

Health & Wellness

Program Examples

Extra Helping: Providing free bread and seasonal vegetables throughout the month to residents. Offered in collaboration with FOOD for Lane County.

Cooking Matters: Learn how to shop with a strategy and budget, read food labels & identify healthy whole grains. Offered in collaboration with FOOD For Lane County.

Yoga: Multiple classes offered for all abilities. Residents learn how to relax, nurture and regulate emotions; increase physical fitness, self-confidence and self-esteem.

Health Coaching: One on one health coaching with a certified community health worker.

Zumba: A fast passed aerobic-dance total body workout.

Active Kids & Teens

Program Examples

Rising Star: An incentive program for children. Children are nominated for performing good deeds that earn Star Points that they can use to shop in the star store.

Yoga Play: A nontraditional approach to yoga that incorporates dance, creativity and personal expression.

SNACK: A fun class teaching children to prepare healthy snacks and provides hands on experience, food preparation, and snacks.

Teen Chef: A fun all inclusive farm to table experience. Teens do hands-on work harvesting and preparing fresh produce and foods.

Fieldtrips: A monthly club just for teens, trips include Lazer Tag, Hiking and the Skatepark.

Adult Education

Program Examples

Money Matters: A first step towards the ABC's of Home buying Class and Individual Development Accounts. Sponsored by NEDCO

Professional Development: Onsite help with job searches, resume and coverletter creation as well as support and guidance.

Resident Referrals: Resident Services Coordinators are available during office hours or by appointment to help refer residents to resources in the community .

Fieldtrips : Goodwill Prosperity Center and Lane Workforce Development will help residents get started on the path to achieving their dreams: Get a job, or a better job, receive financial assistance, learn educational and training resources, access to community resources to achieve success.

12 Step Meetings: Confidential onsite meetings help individuals maintain a drug and alcohol free lifestyle.

Community Celebrations

Program Examples

Holiday Celebration: A magical night to remember that brings together all properties to share in the warmth of the season.

Community Gardens: We offer opportunities for residents to learn the basics of growing and maintaining a vegetable garden onsite in their communities.

DIY Events: Learn how to DO IT YOURSELF! Body care products, heart healthy drinks and natural cleaning supplies just to name a few of our projects.

Halloween Dance Party: Learn the THRILLER Dance and other spooky fun moves with a trained dancer from a local community partner.

National Night Out: A safety focused community BBQ during the summer at each of our affordable housing communities.



Willakenzie Crossing

3057 Willakenzie Road
Eugene, OR 97401

Manager

Christa Allen

Office Hours:

Monday-Friday
10am-4pm

Saturday, Sunday
Closed

Rental Office:

Ph: 541-636-4677
Fax: 541-636-4693

Emergency Maintenance Pager:

503-441-2457

Resident Services Coordinator

Guinevere Garcia
541-505-8241

Resident Resource Hours:

Tuesdays
1:00-5:00pm

&

Thursdays
9:30am-1:00pm

SAIL Housing Resident Liaison Ashley

541-343-0922



Cornerstone Connects

FEBRUARY ISSUE 2016

GET MOTIVATED!

Happy Healthy HEARTS



Join us in making your heart happy and healthy! You will learn how to spread joy to your community by making Love Rocks, as well as learn how to make drinks healthy for your heart. Register with Resident Services.

WHEN:

TUESDAY, FEBRUARY 9TH
11:00AM-12:00PM

WHERE:

**WILLAKENZIE CROSSING
COMMUNITY CENTER**

ACTIVE KIDS!

Kids in the Kitchen

An interactive class where kids will learn Healthy Recipes, Kitchen Safety, and Food Preparation Skills.

WHEN: Tuesdays

February 9th & 23rd
March 8th & 22nd
3:30 - 4:30 p.m.

WHERE:

Willakenzie Crossing
Comm. Center



ACTIVE TEENS

Laser Tag

Join us for a fun and exciting trip to **PAINTBALL PALACE!** Teens will have the opportunity to play laser tag and eat pizza! All activities and food are provided, this trip is completely free! Register today with your Resident Service Coordinator. Transportation limited to 15 teens.

WHEN:

Friday, Feb. 12th
4:30 - 6:30 P.M.

WHERE:

Paintball Palace
1820 W 7th Ave, Eugene

*Pick up at 4:00pm Drop off at
7:00pm in front of the Communi-
ty Center*

FREE +
COOKING



COOKING MATTERS

**6-WEEK HANDS-ON COOKING AND
NUTRITION CLASS**

WHEN

WEDNESDAYS
5:00 - 7:00PM
FEB. 10TH - MAR. 16TH

WHERE

THE PARK AT EMERALD VILLAGE
COMMUNITY CENTER
1950 N. 2ND AVE
SPRINGFIELD, OR,

Learn how to:

- Make the most of your food budget
- Cook nutritious, delicious food
- Try foods you've never tried before
- Learn recipes from chefs and recreate them with ingredients you take home with you.

February

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2 <u>Color Me Calm</u> 3:30-4:30pm (Parkview Terrace) <u>Extra Helping</u> 3:30-5:00pm	3 <u>Color Me Calm</u> 2:00-3:00pm (Green Leaf)	4 <u>Resource Hours</u> 9:30-1:00pm <u>Color Me Calm</u> 3:30-4:30pm (West Town)	5 <u>Color Me Calm</u> 2:00-3:00pm (Mckenzie Village)	6
7	8	9 <u>Active Kids:</u> Kids in the Kitchen 3:30-4:30pm <u>Get Motivated:</u> Happy Healthy Hearts 11:00-12:00pm <u>Wellness 101</u> 3:30-4:30pm (Parkview Terrace)	10 <u>Cooking Matters</u> 5:00-7:00pm (offsite) <u>Wellness 101</u> 2:00-3:00pm (Green Leaf)	11 <u>Resource Hours</u> 9:30-1:00pm <u>Wellness 101</u> 3:30-4:30pm (West Town)	12 <u>Active Teens:</u> Laser Tag 4:30-6:30pm (offsite) <u>Wellness 101</u> 2:00-3:00pm (Mckenzie Village)	13
14	15	16 <u>Extra Helping</u> 3:30-5:00pm <u>Trauma Healing Project</u> 3:30-4:30 (Parkview Terrace)	17 <u>Cooking Matters</u> 5:00-7:00pm (offsite) <u>A Taste of Wellness:</u> Making Smoothies 2:00-3:00pm (Green Leaf)	18 <u>Resource Hours</u> 9:30-1:00pm <u>Trauma Healing Project</u> 3:30-4:30 (West Town)	19 <u>Trauma Healing Project:</u> 2:00-3:00 (Mckenzie Village)	20
21	22	23 <u>Active Kids:</u> Kids in the Kitchen 3:30-4:30pm <u>Gentle Yoga</u> 3:30-4:30pm (Parkview Terrace)	24 <u>Cooking Matters</u> 5:00-7:00pm (offsite) <u>Gentle Yoga</u> 2:00-3:00pm (Green Leaf)	25 <u>Gentle Yoga</u> 3:30-4:30pm (West Town)	26 <u>Gentle Yoga</u> 2:00-3:00pm (Mckenzie Village)	27
28	29					

What's Happening at Willakenzie Crossing

We are excited to tell you about the variety of on-site services, programs, and activities at no cost to you. Come down to the community center and join us for these events:

Youth Programs

Active Kids: Kids in the Kitchen. Join us in the community center!

Active Teens: Laser Tag. This program is offered offsite. Transportation available. Registration Required.

Health & Wellness

Extra Helping: 1st and 3rd Tuesday, from 3:30 to 5:00pm. Extra Helping is a program through FOOD for Lane County where fresh bread and produce are available at no cost for residents at Willakenzie Crossing Community Center. Leftovers will be stored in the fridge, freezer and on the counter by the fridge; residents are welcome to help themselves when the office is open. Extra Helping is an equal opportunity provider.

Get Motivated: Happy Healthy Hearts. Join us in the community Center!

Cooking Matters. This program is offsite. Contact Resident Services for FREE bus passes.

Resident Resource Hours: Resident Services Coordinators are available during resident resource hours or by appointment to help you refer you to resources in the community. Contact **Guinevere**, Resident Services Coordinator, to schedule an appointment through email at ggarcia@cornerstonecommunityhousing.org or by phone at (541)505-8241.



Healthy Homes Wellness Classes

Trauma Healing Project | Color Me Calm | Wellness 101 | Gentle Yoga
Programs are offered in several community centers located in Cornerstone Community Housing And HACSA properties. For more information please call (458) 205-8649.

Parkview Terrace Community Center, 255 High Street, Eugene.

Green Leaf Community Center, 2755 E. Lone Oak Loop Way Eugene.

West Town on 8th Community Center, 265 W. 8th, Eugene.

McKenzie Village, Fairview Office, 300 W. Fairview Drive, Springfield.